



Records Transmittal and Receipt

(See instructions on reverse)

Sequence Number

Section I - To Be Completed by Transferring Official

From: (Transferring official's name, title, Headquarters organization, telephone no., and room no.)

To:

Headquarters Facility Services
Records Section Coordinator
Room 1P-205

Date (MM/DD/YYYY)

Finance No.

Records Data (Description)

| Transfer Identification Number | | | Box Number Range | Inclusive Dates |
|--------------------------------|----|--------------|------------------|-----------------|
| ZIP + 4® | FY | Sequence No. | | |
| | | | | |

Records Series Name

Records Series Control No.

GRS Citation/NARA Job No.

Authorized Disposal Date

Section II - To Be Completed by Records Office

Cleared By:

Signature

Date (MM/DD/YYYY)

Records Eligible for Storage at Facilities Records Coordinator (FRC)

Date (MM/DD/YYYY): _____

Remarks

Section III - To Be Completed by Headquarters Facilities/Records Coordinator

| | | | | | | | |
|---|----------------------------|-------------------|-----|-------------|-------------------|-----|---------------------------|
| A. Records Received By | Name | | | | | | Date (MM/DD/YYYY) |
| B. Suspense Information | Disposal Date (MM/DD/YYYY) | | | | FRC Transfer Date | | |
| C. USPS® Shelf Location and Date | Stack | Section | Row | Stack | Section | Row | Date Shelved (MM/DD/YYYY) |
| D. Shipment to FRC | Accession No. | Date (MM/DD/YYYY) | | Name of FRC | | | FRC Shelf Location |

Section IV - Certification of Disposal To be Completed by the Records Office

I certify that the records described on this transmittal were disposed of in accordance with Section I above, unless otherwise noted below.

Typed Name

Signature

Date (MM/DD/YYYY)

Remarks

Instructions

PS Form 773 tracks records from the time the records are transferred to inactive storage until their final disposition.

Transferring official — is the records custodian or his/her designee that requests the storage or transfer of USPS records. The Headquarters records custodian is the functional vice president or their designee of records maintained at Headquarters.

SECTION I (Completed by transferring official)

From: Enter the transferring official's name, title, Headquarters organization, telephone no., and room no.

To: (Preprinted)

Date: Enter the current date. This date is used only for administrative purposes; it is *not* used to determine the disposal date.

Finance Number: Enter the finance number of the transferring official.

Transfer Identification Number: This 15-digit number is unique and identifies the particular transfer of inactive records to the records section. Enter *only* the ZIP + 4 of the organizational unit requesting the transfer of records to storage. Enter the last two digits of the fiscal year in which the records are being transferred. Enter the sequence number from the top right corner of the form.

Example: 5242-97-0003 — 5242 is the ZIP + 4 for Post Office Accounting of Finance at Headquarters, 97 is the current fiscal year, and 0003 is the sequence number on the PS Form 773.

Box Number Range: Enter the inclusive range of the box numbers being transferred. For example, if eight boxes are to be transferred, enter 1-8.

Inclusive Dates: Enter the inclusive dates (e.g., January 1 - March 31, 2006) that cover the records that are being transferred to storage with this form.

Records Series Name: Enter the records series name taken from the records control schedule.

Note: Do not list or index box contents on PS Form 773. Transferring officials must prepare a list of the contents of each box that is being transferred to storage to be retained with the office file copy of the PS Form 773. A copy of this list must be inserted in the first box of each group of records being transferred.

Records Series Control Number: Enter the records series control number from the records control schedule that applies to these records.

GRS Citation/NARA Job Number: Enter the General Records Schedule (GRS) citation or National Archives and Records Administration (NARA) job number from the same official records control schedule, if the records are to be forwarded to an FRC.

Authorized Disposal Date: Apply the terms of the disposal authority/records control schedule to determine this date. For example, if the disposal authority/retention schedule reads:

"Cut off this file each calendar year, dispose of 3 years from date of cutoff."

Then the inclusive dates for calendar year 2003 records are January 1 through December 31, 2003. December 31, 2003 is the cutoff date. The retention period count begins with:

January 1, 2004 — December 31, 2004 = 1st year
January 1, 2005 — December 31, 2005 = 2nd year
January 1, 2006 — December 31, 2006 = 3rd year

Therefore, January 1, 2003 = disposal date and is entered in this block. Enter only the month and year. *The term "INDEFINITE" is not a valid disposal date and will not be accepted.*

SECTION II (Completed by the Records Office)

After Section I is verified, Records Office will authorize the transfer of the records described to inactive storage, and indicate if records are eligible for storage at an FRC.

SECTION III (Completed by the Headquarters Facilities/Records Coordinator)

A. Records Received By: Enter the name of the person receiving the records for the Headquarters Facilities/Records Coordinator. Include the date.

B. Suspense Information: This entry specifies information as to subsequent records transfer and/or disposal actions.

- 1. Disposal Date** — Enter the date of disposal (destruction). Verify this date against the authority shown above to be sure the transferring official has used the correct authority and calculated the disposal date correctly.
- 2. FRC Transfer Date** — Enter the date of transfer to an FRC. Verify this date against the authority shown above, as applicable, to confirm that the records series may be transferred to an FRC. If the records are not to be transferred to an FRC, leave blank.

C. USPS Shelf Location and Date (if applicable): Enter the stack, section, and if applicable, the row where the boxes are physically located within the records storage area. Two such entries are provided in the event contiguous space is not available. Enter the date on which the boxes are shelved.

D. Shipment to an FRC: Enter the following:

- 1. Accession Number** — Developed in accordance with instructions on SF 135, *Records Transmittal and Receipt*.
- 2. Date** — Actual date of pickup by FRC personnel.
- 3. Name of FRC** — Self-explanatory.
- 4. FRC Shelf Location** — Self-explanatory.

SECTION IV The Records Office certifies that records in its custody have been destroyed in accordance with the authority shown above. All records will be destroyed within 30 days after expiration of the retention period. Extension of retention will be accomplished in accordance with Handbook 353, *Guide to Privacy, the Freedom of Information Act, and Records Management*.