

§ 262.7 Non-records.

(a) *Non-record material.* Includes blank forms and surplus publications, handbooks, circulars, bulletins, announcements, and other directives as well as any material not directly associated with the transaction of Postal Service business.

(b) *Personal papers.* Those materials created or received during an individual's period of employment with the Postal Service which are of a purely private or nonofficial character, or which were neither created nor received in connection with Postal Service business.

PART 263—RECORDS RETENTION AND DISPOSITION

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AUTHORITY: 39 U.S.C. 401.

SOURCE: 40 FR 45722, Oct. 2, 1975, unless otherwise noted.

§ 263.1 Purpose and scope.

This part contains the policy and general regulations pertaining to the retention and disposition of records and information throughout all organizational levels and components.

§ 263.2 Policy.

It is the policy of the U.S. Postal Service to establish and maintain schedules specifying the retention periods required for all official and duplicate record copies. Furthermore, it is the policy that all duplicate record copies and non-record material will be disposed of as soon as they have served their purpose.

§ 263.3 Responsibility.

(a) *Records Office.* The Records Office has the responsibility for providing for the establishment of retention schedules and has the authority to approve them. Furthermore, that office has the authority to dispose of Postal Service records by transfer or destruction.

(b) *Custodians.* Custodians are responsible for the retention and prompt disposal of records in their custody and for delegating in writing, persons to perform these duties.

[40 FR 45722, Oct. 2, 1975, as amended at 60 FR 57344, Nov. 15, 1995]

§ 263.4 Records retention schedules.

The following retention schedules will be maintained within the Postal Service:

- (a) General schedule.
- (b) Headquarters schedule.
- (c) Regional schedule.
- (d) District schedule.
- (e) Inspection service schedule.
- (f) Postal data centers schedule.
- (g) Automatic data processing centers schedule.
- (h) Post Office schedule.
- (i) Other facility schedules.

§ 263.5 Records disposal.

All disposals of records containing sensitive information, i.e. transfers to records storage centers, destruction, transfers external to the USPS, and maintenance of accounting records regarding such disposal, must be accomplished in accordance with procedures issued by the Records Office.

[40 FR 45722, Oct. 2, 1975, as amended at 60 FR 57344, Nov. 15, 1995]

§ 263.6 Inquiries.

Inquiries regarding records retention and disposal should be directed to the Manager, Payroll Accounting and Records, U.S. Postal Service, 475 L'Enfant Plaza SW, Washington, DC 20260-5243, or, by telephone, to the Records Specialist, telephone number (202) 268-4869.

[60 FR 57344, Nov. 15, 1995]

PART 264—VITAL RECORDS

Sec.

- 264.1 Purpose and scope.
- 264.2 Policy.
- 264.3 Responsibility.
- 264.4 Vital Records Program.

AUTHORITY: 39 U.S.C. 401.

SOURCE: 44 FR 51224, Aug. 31, 1979, unless otherwise noted.

§264.1 Purpose and scope.

Certain records are critical to the continuity of Postal Service operations or to the preservation of the rights and interests of the Postal Service, its employees, contractors or customers. To ensure that these records are available when needed, specific controls are required which affect all organizational components having the custody of records defined as being "vital."

§264.2 Policy.

It is the policy of the U.S. Postal Service to ensure the availability of all records considered critical to the continuity of its operations and the preservation of the rights and interests of the Postal Service, its employees, contractors, and customers. Vital records shall be routinely maintained at predesignated off-site locations to ensure their availability when needed by management and operating personnel.

§264.3 Responsibility.

(a) *Manager, Payroll Accounting and Records.* The Manager, Payroll Accounting and Records, is responsible for categorizing records as vital and shall establish and maintain the vital records program, insofar as rights and interests records are concerned, and ensure compliance with supportive procedures.

(b) *Chief Postal Inspector.* As the Postal Service's Emergency Coordinator, the Chief Postal Inspector (with the assistance of Headquarters and Regional Emergency Coordinating Committees and the advice of the Records Office) shall establish and maintain a program to ensure that emergency operating records are available at predesignated off-site locations for use during a national emergency.

(c) *Custodians.* Custodians are responsible for following vital records program procedures including the forwarding of vital records to predesignated off-site locations.

[44 FR 51224, Aug. 31, 1979, as amended at 60 FR 57344, Nov. 15, 1995]

§264.4 Vital Records Program.

Complete procedures concerning the identification, categorization, processing, protection, and transfer of vital

records are provided by the USPS Records Office or the USPS Emergency Coordinator, as appropriate.

[44 FR 51224, Aug. 31, 1979, as amended at 60 FR 57344, Nov. 15, 1995]

PART 265—RELEASE OF INFORMATION

Sec.

265.1 Purpose and scope.

265.2 Policy.

265.3 Responsibility.

265.4 Inquiries.

265.5 Public reading room.

265.6 Availability of records.

265.7 Procedure for inspection and copying of records.

265.8 Business information; procedures for predisclosure notification to submitters.

265.9 Schedule of fees.

265.10 Annual reports.

265.11 Compliance with subpoena duces tecum, court orders, and summonses.

265.12 Demands for testimony or records in certain legal proceedings.

265.13 Compliance with subpoenas, summonses, and court orders by postal employees within the Inspection Service where the Postal Service, the United States, or any other federal agency is not a party.

APPENDIX A TO PART 265—INFORMATION SERVICES PRICE LIST

AUTHORITY: 5 U.S.C. 552; 5 U.S.C. App. 3; 39 U.S.C. 401, 403, 410, 1001, 2601.

§265.1 Purpose and scope.

(a) This part contains the regulations of the Postal Service relating to the availability to the public of Postal Service records. Included in this part are the regulations which implement section 552 of title 5, U.S.C., the "Freedom of Information Act," insofar as it applies to the Postal Service.

(b) Official records of the Postal Service made available pursuant to the requirements of the Act shall be furnished to members of the public as prescribed by this part.

[40 FR 7331, Feb. 19, 1975]

§265.2 Policy.

(a) It is the policy of the Postal Service to make its official records available to the public to the maximum extent consistent with the public interest. This policy requires a practice of