

### 5.3 MAIL SERVICES

*The activity of managing the circulation of printed information. Includes incoming and outgoing, internal and external mail processes.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 13003 Rev. 1	<p><b>Mail Delivery and Receipt</b></p> <p>Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Certified/registered/insured mail logs and return receipts;</li> <li>• Postage meter logs/reports;</li> <li>• Private ground delivery registers/receipts (UPS, Federal Express, etc.);</li> <li>• Signed pick-up and delivery receipts;</li> <li>• United States Postal Service (USPS) forms (certificate of bulk mailing, etc.).</li> </ul> <p>Excludes contracts/agreements/permits relating to mailing services and equipment covered by <i>Contracts and Agreements (DAN GS 01050)</i>.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR