Mail and Pouch

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
CAS.SSS101	Planning, Policy and Procedures	Minutes of meetings related to planning on the management of Mail, Pouch and Messenger services. Business units work plans. Policies, SOP's, guidance and guidelines created and maintained by Mail Operation Unit.	P	A		FCAS/SSS/MOU	
CAS.SSS102	Unit Reporting	Mail and Pouch sub-units (Cdu, incoming, Couriers, Post-6, OMP, UNPA) workload reports. Monthly activity report, Operational statistic reports	C+5	D		FCAS/SSS/MOU	
CAS.SSS103	Accounts Receiving	Signed receipts of accountable items delivered to MOU. Couriers receipts	C+1	D		OPPFB FD, Accounts	
CAS.SSS104	Shipping Billing	Airlines / couriers airway bills received daily for inbound shipments. Inbound Summary of Enclosures. Returned Summary of Enclosures	C+1	D		OPPFB FD, Accounts	
CAS.SSS105	Postal Billing	USPS receipts.	C+1	D		OPPFB FD, Accounts	See RCUN204 for contract management.
Retention codes:	C=Current Year; T=Termination or completion of programme or project						
Disposition codes:	A=Review for Archival (permanent); D=Destroy						