



Postal & Stamps

Issued: 2017

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
CAS.POA101	Planning and Strategy	Records documenting the activities associated with strategic planning, office work planning, plans for stamp design, minutes and talking points for meeting.	P	A		FCAS/Postal Administration	
CAS.POA102	Policy and Procedures	Records documenting the policies, SOP's, guidelines on matters relating to Postal Administration.	P	A		FCAS/Postal Administration	

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CAS.POA103	Stamps design	Records documenting the activities associated with stamps design, including digital art work and finished sketches. Records include contracts with artists and certificates of reproduction rights. Records include minimum two sheets of printed stamps.	P	A		FCAS/Postal Administration	
CAS.POA104	Stamps production	Records related to the production stamps including correspondence with the printers, proof reads, etc. Special note: Contracts with printers are subject to RCUN.	C+5	D		FCAS/Postal Administration	
CAS.POA105	Stamps promotions	Records include minimum two printed sheets of stamps and records documenting to the preparation of stamps catalogs, bulletins and brochures. Video, photos from unveiling ceremonies.	P	A		FCAS/Postal Administration	

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CAS.POA106	Sales Management	<p>All records documenting activities associated with stamps sale such as sale contracts, disputes and claims. Records include correspondence with dealers and /or agent including the correspondence related to late payments and bed debts allowance.</p> <p>Special note: Records pertaining to the financial transaction and reports on stamps sale are managed in UMOJA.</p>	T+2	D		FCAS/Postal Administration	
CAS.POA108	Destruction of defective products	<p>Records related to the product destruction including affidavit of destruction.</p> <p>Special Note: Records are managed in UMOJA.</p>	P	A			
Retention codes: C=Current Year; T=Termination or completion of programme or project							
Disposition codes: A=Review for Archival (permanent); D=Destroy							