



Know When to Hold Them

- Properly storing records is necessary to protect and defend the legal and financial interests of our business, employees, customers and business partners. Having access to records when we need them is essential. When we don't have records to defend us in litigation, it results in negative legal penalties, damages and settlement costs. However, storing records beyond the business needs of the organization also can be costly.
- Records control schedules provide mandatory policy instructions for the maintenance, use, retention and disposal of Postal Service records.

Making sure records control schedules are approved and up-to-date helps protect the Postal Service legally and saves money.

And that's smart business.

For more information, please see Handbook AS-353, Section 6-1.2(b). Contact the Privacy and Records Office at RecordsManagement@usps.gov for assistance with records control schedules.