

State of Nevada NSLA: State Mail Room

Version Date: 09/18/2013

2011039 State Mail Statistical File

Reviewed: 1/11/2012

Description: These records document the statistics gathered on job activity. The files may include, but are not limited to: Automated Postage Reports, including; Metered and Permit reports, USPS Postage Summary, Job Summary Report, Client Billing Report, Summary Zip Destination Report, Company Detail (Permit) Report, etc., and; Yearly Summary of Job Activity reports, including; Barcoder Statistics (Letter and Postcard), Job Summary by Class report, etc.

Retention: Retain these records for a period of six (6) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy