

*House Rpt. No 390*

Job No. NN-167-128

JUN 26 1967

*90th Cong., 1st Sess.*

**General Records Schedule, Civilian Personnel Records**

General Schedule of Records proposing the disposal, after the lapse of specified periods of time, of records of a specified form or character common to several or all agencies of the United States Government that either have accumulated since January 1, 1921, or may accumulate in such agencies and that apparently will not, after the lapse of the periods specified, have sufficient administrative, legal, research or other value to warrant their further preservation by the United States Government. Submitted to the Congress of the United States in accordance with the last paragraph of Section 4 of the Act of Congress approved July 7, 1943 (57 Stat. 380) as amended by the Act of Congress approved July 6, 1945 (59 Stat. 434) and by the Act of Congress approved September 5, 1950 (64 Stat. 578).

/s/ James B. Rhoads  
Acting Archivist of the United States

Date: 6-9-67

GENERAL RECORDS SCHEDULE 1

Civilian Personnel Records

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
10.	All copies of correspondence and forms maintained as temporary records on the left side of the Official Personnel Folder in accordance with the <u>Federal Personnel Manual, chapter 293, and supplement 296-31.</u>	On left side of folder Chronologically	Dispose on transfer to another agency (except in a transfer of functions), separation of employee, or when 1 year old, whichever is earlier.