



b. Duplicate files on floppy disk, diskettes, or mini floppies, of the Associate Director's outgoing memoranda and correspondence, filed by year and by subject. Does not contain incoming correspondence or any related material.

DISPOSITION: Destroy when 5 years old or when no longer needed, whichever is sooner.

GRS 23/2a

Volume on hand: 30 c.f. (paper records)  
Annual accumulation: 10 c.f.

2. OFFICE ADMINISTRATION FILES - Records accumulated by other individual offices that relate to the internal administration or housekeeping activities of the Bureau rather than the functions for which it exists. In general, these records relate to the day-to-day administration of the office and include such areas as training and travel, staffing procedures, supplies and office services, equipment requests and receipts, use of office space, and other such materials that do not serve as official documentation of the programs of the office.

DISPOSITION: Break file at end of the fiscal year. Destroy when 2 years old or when no longer needed, whichever is sooner.

3. PERSONNEL FILES - Duplicate documentation of personnel files maintained outside Personnel Offices.

DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee upon separation or transfer, or when one year old, whichever is sooner. (GRS 1, Item 18a)

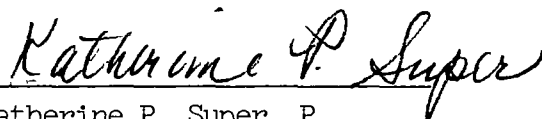
4. WORKING PAPERS AND BACKGROUND MATERIAL - Project background records, such as studies, notes, drafts, or interim reports. (NOTE: Final reports and studies should be filed in the Bureau of Programs, Associate Administrator's Subject Files which are primary program record and are permanent).

DISPOSITION: Destroy 6 months after final action on project report or three years after completion of report if no final action is taken.

5. Chronological Files - Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division or other method, and used as a general reading or reference file.

DISPOSITION: Destroy when purpose has been served (usually 1 year).

## CLEARANCES:



Katherine P. Super, P  
Special Project Officer



Lorie J. Nierenberg, GC  
Assistant General Counsel