REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   U.S. General Accounting Office

2. MAJOR SUBDIVISION
   Office of Publishing Services

3. MINOR SUBDIVISION
   Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
   Lou Totaro

5. TEL EXT
   275-5774

6. CERTIFICATE OF AGENCY REPRESENTATIVE
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE
   9/1/84

D. SIGNATURE OF AGENCY REPRESENTATIVE
   T. F. Starrett

E. TITLE
   Records Management Officer

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

1. Item No. 051-03

   TEMPORARY INDIVIDUAL EMPLOYEE FILES

   All copies of correspondence and forms maintained on the left side of the Official Personnel Folder, in accordance with the Federal Personnel Manual, Chapter 293, and Supplement 293-31, is used for guidance. TEMPORARY Destroy upon separation or transfer of employee.

   NOTE: Disciplinary Records are maintained on the left hand side of the Personnel folder. An employee may request letters of reprimand and other similar disciplinary actions removed from their files upon request by contacting their division/office director who then notifies personnel.

STANDARD FORM 115
Revised April, 1975
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