

File number nn-167-000128 did not include the sf-115. Please see enclosed documents.

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.