

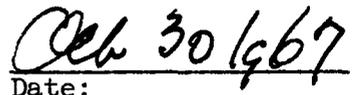
GENERAL RECORDS SCHEDULE, PAYROLLING AND PAY ADMINISTRATION RECORDS

Disposal Job No. NN-168-47

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).



Archivist of the United States



Date:

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration

Add Item 25:

Papers relating to the health insurance program, comprising copies of:

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| a. Payroll copies of registration forms and notices of change. | Alphabetically or in pay folder. | Dispose when superseded or on separation of employee. |
| b. All other payroll office papers, including but not limited to, summary reports and registers. | Chronologically | Dispose after 4 years. |

Item 25. These records relate to benefits under the Federal Employee Health Benefits Act of 1959 (73 Stat. 708), as amended. Registration forms and change notices are retained for lengthy periods in the Official Personnel Folders. Other papers are retained long enough to satisfy administrative and audit needs.