

File number nn-168-000047 did not include the sf-115. Please see enclosed documents.

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration

Add Item 25:

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

- |  |                                  |   |
|--|----------------------------------|---|
| 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 | Dispose when superseded or on separation of employee.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.                                |

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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.