

GRS 2.3 Employee Relations Records

This file contains two documents. The Draft Schedule contains the proposed text of the new GRS in publication format. The Draft Appraisal Memorandum provides additional background explanation and includes the appraiser's justification for the retention decisions proposed in the schedule.

THE SCHEDULE IS NOT APPROVED FOR USE.

National Archives and Records Administration
Office of the Chief Records Officer
GRS Team
January 2022

DRAFT

GENERAL RECORDS SCHEDULE 2.3: Employee Relations Records

This schedule covers records documenting activities related to managing relationships between the agency, its employees, and its unions and bargaining units

Notes:

1. Some records covered by this schedule may appear in Supervisors' personnel files (GRS 2.2, items 081-083). If the records filed there are the official recordkeeping copy, GRS 2.3 should be applied.
2. Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
010 thru 030	No changes		
040	Telework/alternate worksite program case files. Includes: <ul style="list-style-type: none">● agency/employee agreements● records such as questionnaires relating to the safety of the worksite● records documenting worksite safety and equipment; hardware, and software installation and use; and offsite use of secure, classified information or data subject to the Privacy Act or agencies' Personally Identifiable Information policies <i>Supersedes: DAA-GRS-2018-0002-0004</i>	Temporary. Destroy when superseded or obsolete, but longer retention is authorized if required for business use.	DAA-GRS-2022-00XX-0001
050 thru 130	No changes		



Office of the Chief
Records Officer for the
U.S. Government

Date: January 12, 2022
Appraiser: Galen R. Wilson, ACRS
Agency: General Records Schedules (GRS)
Subject: DAA-GRS-2022-000X

DRAFT

INTRODUCTION

Schedule Subject

GRS 2.3: Employee Relations Records - Revision

Additional Background Information

NARA is revising one item in GRS 2.3, Employee Relations Records to enable a computer to convert disposition instructions into code that it can implement. In other words, we seek to make the instructions machine-implementable. These instructions must have only one retention type in order for the computer to know what to do. A retention type identifies the general point in time when retention starts, either at the point of creation (an age- or creation-based retention, such as “Destroy when 3 years old”) or when a certain event occurs (an event-based retention, such as “Destroy 3 years after final action”).

Overall Recommendation

Approval of the attached schedule is recommended based on NARA Directive 1441 Appraisal Policy of the National Archives and Records Administration.

APPRAISAL

Item 0001 (GRS 2.3, item 040): Telework/alternate worksite program case files.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

*Records relate to administrative housekeeping activities. Managing the logistics of employees working remotely other than in an agency space is an activity related to the administrative human resources management function.

*Previously approved as temporary. DAA-GRS-2018-0002-0004: Telework/alternate worksite program case files.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. Records were previously retained until “superseded or obsolete or 1 year after end of employee’s participation in program, whichever is sooner.” Analysis of this instruction showed that obsolescence will always occur sooner than 1 year after the end of an employee’s participation. Since 1-year retention will never be sooner than immediate disposal, this toggle is

meaningless and can be removed without altering how long records are saved. This edit also makes the instruction machine implementable.

Media Neutrality: Approved.

Galen R. Wilson

GALEN R. WILSON
Appraiser

Supervisor Concurrence: