

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
July 31, 2023

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.

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 - 030	No changes		
040	Telework/alternate worksite agreements Telework and alternative worksite agreements between the agency and employee and other related documentation, such as questionnaires. <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 Destroy when superseded or obsolete , but longer retention is authorized if required for business use.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-202X-000X-0001
050 - 130	No changes		



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

Date: July 31, 2023
Appraiser: Andrea Riley, ACRS
Agency: General Record Schedules (GRS)
Subject: DAA-GRS-202X-000X

DRAFT

INTRODUCTION

Schedule Subject

GRS 2.3, Employee Relations Records - Revision

Additional Background Information

NARA is revising 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 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”).

The following changes have been made to this schedule:

- Revisions to item 040, Telework/Alternate Worksite Agreements, to update the item title, description, and to simplify the disposition instructions.

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 agreements

We have changed the item title from “Telework/alternate worksite program case files” to “Telework/alternate worksite agreements” and updated the description to reflect that the item is for agreements and related records and not “case files.”

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- DAA-GRS-2018-0002-0004 (GRS 2.3, item 040, Telework/alternate worksite program case files) - Temporary

Reason for rescheduling: To revise the item title and description and to make the disposition instruction machine-implementable.

Appraisal Justification:

- Records document routine administrative functions, rather than an agency's core mission. Managing documentation about employees working remotely or on alternate work schedules is an activity related to the administrative human resources management function.
- Previously approved as temporary.

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." The previous retention was contradictory in that an agreement becoming obsolete typically indicates the end of an employee's participation in the program. The retention was therefore changed to "Destroy when superseded or obsolete." This edit also makes the instruction machine-implementable. Longer retention is still authorized for business use.

Media Neutrality: Approved.

ANDREA M. RILEY
Appraiser