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REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-95-82-3	
DATE RECEIVED	
February 11, 1982	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-16-82 Date	<i>[Signature]</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of Agriculture

2. MAJOR SUBDIVISION  
Forest Service

3. MINOR SUBDIVISION  
Personnel Management

4. NAME OF PERSON WITH WHOM TO CONFER  
Norina G. Mosby

5. TEL EXT  
447-6101

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
2/4/82	<i>[Signature]</i> Hoyt L. Abrey	RECORDS MANAGEMENT OFFICER

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>This retention and disposal schedule covers records under file designation 6170. These records were included generally in NN-166-136 approved March 14, 1966 under 6170 Controls, Safety, Services.</p> <p>The objective of 6170 is to cover standards which govern labor relations between Management and employees in the Forest Service. These include labor-management cooperation; standards applied in selecting employees; standards of behavior expected in employees; disciplinary actions and grievance procedures; and safety and health programs.</p> <p>File designation 6170-1(Labor relations) is proposed for permanent status. Unions have been actively involved with Forest Service employees since the 1950's. Union activities are maintained in case files. These case files remain active unless a union is decertified. When a union is decertified, the Forest Service has no legal requirement to keep the case file. However, these case files are historically significant because it is the only source of documentation between Management and employee representation. The case file material includes the formal certificate of representation, current negotiated agreement, third party action and correspondence related to the specific local. This record material provides data</p>		10 items

115-107

copy to agency, 9/24/82, by RTB  
to NNF + all FRC's except 3KD + 6KPS - 9/27/82

Closed out: 9-27-82:cm  
Copy to NNF + all FRC's (except 3KD + 6KPS) MDC Sheet Attached to FRC copy

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

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	<p>relevant to tracking union organizing attempts; the number and types of employees covered by a union; statistical comparisons of the labor movement within the Forest Service; and positive and negative management practices occurring over the years.</p> <p>Trends in labor relations are derived from these documents which help shape future management policies. A good example is reflected in our current labor relations policy which is a positive bilateral approach. This policy constitutes a major thrust in the Forest Service. We have been able to capitalize on how management benefits from employee representation. The development of that policy required the Forest Service to research the union case files and review issues such as: why employees formed a union, what protection and benefits the unions offered that management did not.</p> <p>This positive bilateral approach policy will be reviewed in the future with a focus on particular Forests. <del>Permanent retention of the union case file at the originating office will help the Forest Service assess how labor relations influences the style of management at that unit.</del></p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>6170 Personnel Relations and Services (Includes general correspondence and records pertaining to labor and employee relations not related to a specific case.)</p> <p><u>All Offices:</u> Destroy when 3 years old.</p>	<p>NN-166-136 #402 GRS 1-3(a) (same)</p>	
2	<p>6170-1 Labor Relations (Includes employee-management cooperation. Case files contain the formal certificate of representation, current negotiated agreement, third party action and correspondence related to the specific Local.)</p> <p>a. <u>Originating Office:</u> <del>Permanent:</del> <del>Close</del> case file after local union ceases to exist. <del>Offer to NARS 20 years after case file is closed.</del> Annual Accum: less than 1 cubic foot.</p> <p>b. <u>All other Offices:</u> (Duplicate records) <del>Destroy 5 years after case file is closed.</del> when superseded or obsolete,</p>	<p>GRS 1/ 29a(1) - deviation</p> <p>GRS 1/29a(2) same</p>	<p>RTB NGM 8/11/82</p> <p>RTB NGM 8/31/82</p>
3	<p>6170-2 Employee Organizations (Includes general correspondence pertaining to employee organizations such as credit unions, cooperative purchasing associations, federal associations.)</p> <p><u>All Offices:</u> Destroy when <sup>3</sup>/<del>5</del> years old.</p>	<p>GRS 1/3a (same)</p>	<p>RTB NGM 8/11/82</p>
4	<p>6170-3 Suitability, Security, Conduct (Includes general correspondence and records related to the administration and operation of the personnel security program.)</p> <p><u>All Offices:</u> Destroy when 2 years old.</p>	<p>GRS 18-22 same</p>	
5	<p>6170-3-1 Suitability (Includes general correspondence and National Agency Check Inquires (NACI) to determine the character, reputation and fitness of an employee or applicant.) Investigation reports will be maintained separately from the official personnel folders in locked files.</p> <p><u>All Offices:</u> Destroy upon notification of death or not later than 5 years after separation or transfer of the employee or no later than 5 years after contract relationship expires, whichever is applicable.</p>	<p>GRS 18-23(a) same</p> <p>new item</p>	<p>10 items</p>

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6	6170 -3-2 Security (Includes Lists or Rosters showing the current security clearance of individuals.)  <u>All Offices:</u> Destroy when superseded or obsolete.	NN-166-136 #407 GRS 18-24 <i>new item</i>	<i>(same)</i>
7	6170-3-3 Conduct (Includes correspondence, memoranda and other records related to code of ethics and standards of ethics.)  <u>All Offices:</u> Destroy when no longer needed for administrative use.	NN-166-136 #403 GRS 1-28 <i>new item</i>	<i>(same)</i>
8	6170-3-4 Conflict of Interest (Includes AD 392s-Statement of Employment and Financial Interest.)  <u>All Offices:</u> Destroy 2 years after separation of employee or 2 years after employee leaves the position for which the Statement is required.	GRS 1-25 <i>new item</i>	<i>(same)</i>
9	6170-8 Service (Includes general correspondence related to the Employee Assistance Program (Concern) and Services provided by the agency as defined in FSM 6179.)  <u>All Offices:</u> Destroy when 3 years old.	GRS 1-27 (b) <i>same</i>	