

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

136

LEAVE BLANK	
DATE RECEIVED JUL 1 1974	JOB NO.
NC = 136-78-1	
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 "with-drawn" in column 10.	
7-24-74 <i>James E. O'Neill</i> Date acting Archivist of the United States	

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Agriculture

2. MAJOR SUBDIVISION
Animal and Plant Health Inspection Service

3. MINOR SUBDIVISION
Personnel Division-Labor-Management Relations Staff

4. NAME OF PERSON WITH WHOM TO CONFER
Eugenia A. M. Kissinger

5. TEL. EXT.
436-8330

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.

6/26/74 *Eugenia A. M. Kissinger* Head, Records Management Section
 (Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	This subject file outline and disposal schedule is a supplement to the C&MS Instruction 270-1, Records Maintenance and Disposition Handbook covered by schedule number NN-171-146 and pertains to item 113 and 114, page 59, Personnel-9 (Labor-Management Relations) and Personnel-13 (Grievances). It applies to records maintained in APHIS, Personnel Division, Labor-Management Relations Staff and all other APHIS offices. It does not apply to records maintained in the Department's Office of Personnel.		

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER-9 LABOR-MANAGEMENT RELATIONS 1. & 2.	General material relating to Labor-Management Relations which does not relate to specific cases listed below. NOTE: All grievances relating to Labor-Management Relations are to be filed in PER-13 GRIEVANCES. Material of an individual labor organization should be case filed by the title of specific labor organizations; if volume warrants, should consist of the principle folders below: Example: PER-9 (NJC-EXCLUSIVE RECOGNITION) FY ___	(Item 1a) Policy or Precedent setting material: 25 years Destroy when superseded or obsolete. (Item 2a) Routine correspondence: 3 yrs	(Item 1b) 3 yrs Destroy when superseded or obsolete. J. K. W/V. M. L. (Item 2b) 11 July 1974 3 yrs
PER-9 (XXX-EXCLUSIVE RECOGNITION) FY__ 3.	Documentation relating to the authorization given to the labor organization permitting it to become the exclusive representative for all employees of their unit.	(Item 3a) Destroy when superseded or obsolete.	(Item 3b) Destroy when superseded or obsolete.
PER-9 (XXX-MEMBERSHIP) FY__ 4.	NOTE: Unless volume warrants this folder, combine this material with the material in PER-9 EXCLUSIVE RECOGNITION folder above. Documentation of elections, resignations of officials, membership rosters, transfers of memberships, counseling of representatives, etc.	(Item 4a) Destroy when superseded or obsolete.	(Item 4b) Destroy when superseded or obsolete

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER-9 (XXX-AGREEMENTS) FY ___ 5.	Negotiated agreements between APHIS and Labor Organizations. Included are negotiations leading to agreements, collective bargaining and evaluation of the agreements. Case file by specific type such as: 1. Basic Agreement 4. Circuit Agreement 2. Regional Agreement 5. Port Agreement 3. Area Agreement 6. Local Agreement	(Item 5a) 10 yrs after agreement is superseded or obsolete. Transfer to Federal Records Center 2 yrs after agreement is superseded or obsolete.	(Item 5b) 2 yrs after agreement is superseded or obsolete.
PER-9 (XXX-MISCELLANEOUS PROVISIONS) FY ___ 6.	Material related to various personnel activities covered in a negotiated agreement such as: Dues Withholding, Use of Official Time, Assignments, Leave Policies, Classification Standards, etc.	(Item 6a) 10 yrs after agreement is superseded or obsolete. Transfer to Federal Records Center 2 yrs after agreement is superseded or obsolete.	(Item 6b) 2 yrs after agreement is superseded or obsolete.
PER-9 (XXX-UNFAIR LABOR PRACTICE) FY ___ 7.	Material relating to Unfair Labor Practices. Complaints initiated by an employee, a labor organization or APHIS, under the complaint procedure in accordance with executive order 11491. These complaints may involve alleged discriminations with regard to race, creed, sex, age, national origin or unfair treatment relating to procedures and practices under rules of the labor organization or APHIS management and unfair process in disciplinary proceedings. (Continued)	(Item 7a) 3 yrs after final administrative action or after case is closed and/or settled.	(Item 7b) 2 yrs after final administrative action or after case is closed and/or settled.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER-9 (XXX-UNFAIR LABOR PRACTICE) Continued	Case file by name of complainant if needed. Show beginning and closing date of case on folder label. NOTE: Do not file grievances here. For information concerning grievances, see PER-13 GRIEVANCES (new subject) of records maintenance and disposition handbook.	(Item 7a)	(Item 7b)
PER-9 (XXX-MEETING) FY __ 8.	Minutes and reports of Labor Organization meetings. For meetings other than Labor Organization see: ADM 8 of records maintenance and disposition handbook.	10 yrs (Item 8a)	3 yrs (Item 8b)
PER-9 (XXX-MEETING ARRANGEMENTS) FY __ 9.	Arrangements for Labor Organization meetings including appointments, invitations, agendas acceptances, regrets and authority to attend.	3 yrs (Item 9a)	1 yr (Item 9b)

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER-13 GRIEVANCES 10.	General Material on grievances, appeals or complaints. Includes handling procedures not relating to a specific case file.	(Item 10a) Destroy when superseded or obsolete.	(Item 10b) Destroy when superseded or obsolete.
PER-13 GRIEVANCES CASE FILES 11.	Grievances, complaints, and appeals initiated by an employee or labor organization under a negotiated grievance procedure, the APHIS Employee Grievance procedure, or the Appeals procedure. These grievances include dissatisfaction due to working conditions, improper application of rules and regulations, unfair treatment, performance ratings, disciplinary or adverse actions, etc. Case file by name of complainant and show the beginning and closing dates of case on folder.	(Item 11a) 3 yrs after final administrative action is taken or after case is closed and/or settled.	(Item 11b) 2 yrs after final administrative action is taken or after case is closed and/or settled.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION
PER 9 Labor-Management Relations	<p>113 Material on employee-management relations, such as agreements with local lodges of labor organizations, contracts, negotiation histories, etc.</p>	<p>Offices Other Than PE Division: 3 years after contract or agreement is ended, except as indicated below. <u>DISPOSAL APPROVED</u></p>
	<p>114 Grievances and disputes.</p>	<p>Offices Other Than PE Division: 3 years after final administrative action is taken or after case is closed and/or settled.</p>
PER 10 Merit Promotion Program	<p>115 Promotion standards, etc. Skills File Office, as defined in C&MS Instruction 302-1 and Supplements, set up files as prescribed by that Instruction and applicable Supplements, under PER 10-1 below. All other offices file material on the merit promotion program in this secondary folder.</p>	<p><u>DISPOSAL APPROVED</u></p> <p>Offices Other Than PE Division: 3 years.</p> <p>DISPOSAL APPROVED</p>
PER 10-1 Skills File	<p>116 Skills File Office records on individuals, set up in accordance with C&MS Instruction 302-1 and applicable supplements.</p>	<p>Skills File Offices: 2 years.</p>
PER 11 Separations-Transfers	<p>117 Material on resignation, retirement, transfer to other agencies, reduction-in-force, and separation by any means including death. Subdivide by type, if needed. File material on individuals in authorized Employee Name File.</p>	<p><u>DISPOSAL APPROVED</u></p> <p>Offices Other Than PE Division: 3 years.</p> <p><u>DISPOSAL APPROVED</u></p>

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED