

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC1 44 78 81</b>	
DATE RECEIVED <b>25 APR 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>JUN 14 1978</b> <i>ACTIVE</i>	<i>James E. O'Neil</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of the Army**

2. MAJOR SUBDIVISION  
**The Adjutant General Center**

3. MINOR SUBDIVISION  
**Records Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Ethel K. Littles**

5. TEL EXT

**693-1937**

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 2 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 <b>19 Apr 78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cavall G. Oldaker</i> <b>GUY B. OLDAKER</b>	E. TITLE <b>Chief, Records Management Division</b>
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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
	<p><del>Appeal and Grievance Case Files (FN 812-03, AR 340-18-8).</del> Documents reflecting the full record of the consideration of employees appeals and grievances. Included in each case are records of informal efforts to resolve grievances, the written grievance or appeal, investigative record and report, bearing transcript, recommendation of the investigator and other management officials, and a copy of the written decision. If appeal or grievance stems from an adverse action, the adverse action file (807-09) will be incorporated in the appeal or grievance file.</p> <p>Disposition: Destroy 7 years after <sup>case is closed.</sup> <del>completion of action</del></p> <p>Request authority to establish the file disposition instructions stated above for appeal and grievance case files. These files accumulate throughout the Department of the Army as a result of actions taken on appeals and grievance submitted by civil service employees under provisions of Part 771 of the Civil Service Regulations. The proponent for these records, Deputy Chief of Staff for Personnel (DCSPER) has advised that the statute of limitations for most civilian employment matters is 6 years. The courts often extend the time period in which former employees may institute action. In view of the increased incidence of lawsuits against the Department</p>		<p>[Amended by R.A. Ware per E.K. Littles 5/8/78]</p> <p>1 item</p>

*Copies to agency, NCA, and all other FRC's. - 6/16/78*

## Request for Records Disposition Authority - Continuation

JOB NO

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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
	<p>of the Army on matters relating to grievance, adverse actions and appeals, retention of records related to these actions should exceed the current statute of limitations. Failure to maintain these records will seriously jeopardize the Department's chances of successfully defending in the courts its prior employment actions.</p> <p>This request is an exception to GRS 1, Item 31a.</p>		