

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-330-90-2

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

DATE RECEIVED

10/25/89

1 FROM (Agency or establishment)
Department of Defense

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION
Office of the Secretary of Defense

3 MINOR SUBDIVISION
Washington Headquarters Services

4 NAME OF PERSON WITH WHOM TO CONFER

Dan Cragg


5 TELEPHONE EXT

695-0970

DATE

5/15/90

ARCHIVIST OF THE UNITED STATES



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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

18 Oct 89

C SIGNATURE OF AGENCY REPRESENTATIVE

H. D. Neeley



D TITLE

OSD Records Administrator

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>207-24 Department of Defense Dependents Schools (DODDS) Erroneous Overpayments Files</p> <p>Documents relating to erroneous overpayments of earnings and benefits to DoDDS overseas civilian employees. These include excess payments of salaries, health benefits, annual sick leave reimbursements, foreign-post differentials, living allowances and COLA adjustments. Paperwork contained in individual files consists of notifications of overpayment to the individual stating the amount of indebtedness to the Government; copies of personnel action notices; vouchers; payment listings; and audit worksheets. Also included are letters from individuals requesting waivers from the indebtedness; DoDDS investigation reports and preliminary decisions; correspondence forwarding claims to the Director, Administration & Management, OSD; and copies of final decisions rendered by the Comptroller General of the U. S.</p> <p><u>Disposition:</u> Destroy 5 years after case is closed.</p> <p><u>JUSTIFICATION:</u> These files are created and maintained at the direction of Director, Administration & Management, OSD, and as such form a discrete record of each individual action. They are maintained by the Employee Labor and Management Relations Division, Directorate for Personnel & Security and contain documentation which is not included in individual financial and personnel records jackets. Retention for five</p>	New	

copy to RCFD GAS file 5/22/90

^{years} after the case is closed is requested in order to provide maximum assurance that this information will be available to the employee and management for a reasonable period of time after the matter has been resolved. It should be noted that because these records pertain to personnel working for the DoDDS overseas, their financial records are maintained by the respective Military Service the DoDDS supports in the given country or area of employment. Thus these records constitute a centralized compilation of all pertinent documents relating to each case of this kind and their maintenance in the OSD facilitates access for all concerned. These records accumulate at the rate of about one cubic foot per year.

2. 202-43 Equal Employment Opportunity Records. (GRS 1, Item 25a)

Official Discrimination Complaint Case Files.

Disposition: Request disposition authorized under the GRS be extended from "4 years after resolution of case" to ten years after resolution. (See Item 3, below, for justification.)

3. 202-49 Grievance, Disciplinary and Adverse Action Files. (GRS 1, Item 30a)

Disposition: Request disposition authorized under the GRS be extended from "3 years after case is closed" to ten years after resolution.

JUSTIFICATION: The personnel who maintain these files in the OSD have identified a need to retain them longer than authorized by the General Records Schedule. There have been instances where cases thought resolved to the satisfaction of all parties have been reopened at a later time. Also, because some individuals submit more than one grievance or are involved in more than one EEO discrimination complaint, we feel retention beyond the period authorized by the GRS is very useful to EEO program officials in establishing trends and case histories.