

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 235 78 1	
DATE RECEIVED 18 OCT 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-9-77</i> Date	<i>James B. Rood</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 Health, Education, and Welfare

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office of Personnel and Training

4. NAME OF PERSON WITH WHOM TO CONFER
Barbara Burdge

5. TEL EXT
245-2103

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 10/11/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene D. Pineda, Jr.</i> for Russell O. Hess	E. TITLE Dept. Records Management Officer
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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.	<u>Investigatory material from CSC.</u> Investigatory material from the Civil Service Commission on employees or potential employees in nonsensitive positions. Dispose of after the decision is made on hiring or retention of the employee.		
2.	<u>Suitability or qualifications information.</u> Suitability or qualifications information obtained on employees or potential employees. (This does not include investigatory material received from CSC.) Dispose of when employee separates; there is no further administrative need of the record; or after 1 year; whichever comes first.		
3.	<u>Official reprimands.</u> Dispose of when employee separates; after date specified in the reprimand; or after 2 years; whichever comes first.		

10 items

115-107 sent to agency - 11/11/77 JS

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10/11/77	<i>Eugene J. Reed, Jr.</i> for Russell O. Hess	Dept. Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p><u>Notices of proposed adverse actions or reprimands.</u> Notices of proposed adverse actions or proposed reprimands that were officially proposed but were not effected.</p> <p>Dispose of when proposal is withdrawn; decision is made not to proceed; or 1 year after date of proposal notice; whichever comes first.</p>		
5.	<p><u>Disciplinary action records.</u> Admonishments; warnings; and similar disciplinary actions.</p> <p>Dispose of when employee separates; after date specified in the record; when there is no further administrative need of the record; or after 1 year; whichever comes first.</p>		
6.	<p><u>Disciplinary documentation.</u> Letters, memoranda, or other documentation on an employee pertaining to possible disciplinary or adverse action.</p> <p>Dispose of when employee separates; when there is no further administrative need of the record; or after 1 year; whichever comes first.</p>		

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7.	<u>Complaints, inquiries, and debt correspondence.</u> Complaints, inquiries, and debt correspondence received on employees. Dispose of when employee separates; when there is no further administrative need of the record; or 1 year after the issue is resolved; whichever comes first.		
8.	<u>Merit promotion files.</u> Merit promotion program case files. Dispose of after 2 years.		
9.	<u>Special employment program files.</u> Files on participants in special employment programs (such as Upward Mobility, Junior Fellows, Management Intern, HEW Fellows, etc.) Dispose of when there is no further administrative need of the record; or 2 years after participant leaves program; whichever comes first.		

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10.	<p><u>Performance appraisals and ratings.</u> Performance appraisals and ratings (except for those required to be filed on permanent side of Official Personnel Folder in FPM Supplement 293-31).</p> <p>Dispose of after whichever of the following comes first: when employee separates; after 2 years; or when employee receives a new appraisal/rating and the applicable grievance/appeal period has expired.</p>		