

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of State	
2 MAJOR SUBDIVISION Bureau of Human Resources (HR)	
3 MINOR SUBDIVISION Grievance Staff	
4 NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5 TELEPHONE (202) 26108511

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER N1-59-00-15	
DATE RECEIVED 02-13-02	
<b>NOTIFICATION TO AGENCY</b>	
In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 3-8-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE 2/4/2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Department of State Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached		


**01 Foreign Service Grievance Files.**

a Subject files consisting of correspondence, memoranda, reports, regulatory and procedural material, legislative and workshop records, and any other documents of a policy or precedent nature concerning the submission, handling, or resolution of grievance cases Cut off annually

(1) Recordkeeping copy (paper)

DISPOSITION Temporary Retire to RSC 5 years after cutoff Destroy 15 years after cut off

(2) Electronic version of records created by electronic mail and word processing applications


DISPOSITION Temporary Delete within 180 days after recordkeeping copy has been produced  


b Case files consisting of all papers accumulated in connection with any informal grievance, including the grievant's original letter, or referral memorandum with attachments from the Foreign Service Grievance Board, acknowledgment of grievant's letter, further correspondence, memorandum of findings by the Grievance Staff, and reply to grievant, and cases involving administrative review of the grievance of a separated employee, informal name file, consisting of correspondence indicating potential grievances that may be filed, and formal name file, consisting of a letter from a grievant or memorandum from the Foreign Service Grievance Board indicating that the grievant intends to file a formal grievance, with material pertinent to the Board's action, its remedial order and any correspondence indicating compliance EXCLUDES THE RECORDS OF THE FOREIGN SERVICE GRIEVANCE BOARD

(1) Recordkeeping copy (paper)

DISPOSITION Temporary Retire to RSC 1 year after case is closed for transfer to WNRC Destroy 15 years after case is closed (NC1-59-77-18, item 4b)

(2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION Temporary Delete within 180 days after recordkeeping copy has been produced  


**c General Subject Files**

Consist of routine administrative and operational correspondence regarding grievance matters

(1) Recordkeeping copy (paper)

DISPOSITION Temporary Destroy when 2 years old or when no longer needed for reference purposes, whichever is sooner

(2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION Temporary Delete within 180 days after recordkeeping copy has been produced  
[REDACTED]

## 02 Grievance Files on Civil Service Employees.

a Subject files consisting of policy and precedent material, including correspondence, memoranda, reports, and copies of pertinent documents in precedent cases Cut off files annually

(1) Recordkeeping copy (paper)

DISPOSITION Temporary Retire to RSC 5 years after cutoff Destroy 15 years after cutoff

(2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION Temporary Delete within 180 days after recordkeeping copy has been produced  
[REDACTED]

~~b Case files consisting of correspondence with grievant and/or his representative, legal depositions, hearing transcripts, and documents of a derogatory nature removed from employee's official Personnel Folder, all other papers relating to the employee's grievance~~

~~(1) Recordkeeping copy (paper)~~

~~DISPOSITION Temporary Retire to RSC 1 year after case is closed for transfer to WNRC Destroy 7 years after the case is closed (GRS 1, item 30a)~~

~~(2) Electronic version of records created by electronic mail and word processing applications~~

~~DISPOSITION Temporary Delete within 180 days after recordkeeping copy has been produced (GRS 1, item 43a)~~

## 03 Grievance Tracking System.

This on-line system tracks the status of grievance cases

DISPOSITION Temporary Delete entry when related records are destroyed