

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-09-8</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>4/30/09</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3 MINOR SUBDIVISION Employee Labor Relations Tracking System			
4 NAME OF PERSON WITH WHOM TO CONFER Dawn Boswell	4 TELEPHONE NUMBER 202-208-3652	DATE <i>4/16/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 AGENCY INFORMATION 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 <u>1</u> page(s) are not needed now 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 4/16/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Dawn Boswell]</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	6452 Employee Labor Relations Tracking System  [See Attached List of Records Descriptions and Requested Disposition Authority]		

**6452 Employee Labor Relations Tracking System (ELERTS).** This system is used to track all disciplinary actions, performance-based actions, appeals, grievances, and all labor relations issues/actions (negotiations, arbitrations, etc.) Human Resource Specialists input the information into the system and run reports for their serviced activities. Office of Human Resources will be able to view the system for the entire department and run statistical reports.

Disposition: Temporary. Cut off at the end of calendar year. Destroy 10 years after cutoff.

# SF 115 Supplementary Cover Sheet

## Summary:

This Action establishes one new Office of the Secretary series entitled:

**“Employee Labor Relations Tracking System (ELERTS)”**

System Contact: Nicholas Chomycia  
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## Reason for submission:

- (1) This action provides the disposition of records managed in the Employee Labor Relations Tracking System, a previously unscheduled system.
- (2) This action also incorporates the series into the numbering pattern of the Office of the Secretary’s new records schedule.