

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1 53 78
DATE RECEIVED	17 FEB 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-15-78	<i>James B. Roode</i>
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Treasury Department

2. MAJOR SUBDIVISION

Bureau of the Public Debt

3. MINOR SUBDIVISION

Division of Personnel

4. NAME OF PERSON WITH WHOM TO CONFER

Thom Ellis or Gary Malobisky

5. TEL EXT

447-9426

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 8 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
2/13/78	<i>H. H. Mintz</i>	Commissioner of the Public Debt
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
	<p><u>DIVISION OF PERSONNEL</u></p> <p>Develops and prepares Bureau-wide policies and procedures with regard to personnel management programs such as recruitment, equal opportunity, placement and promotion, training, performance evaluation, position classification, employee relations, personnel management evaluation, labor management relations, upward mobility, position management, executive development, wage and salary administration, leave administration and other special emphasis programs. Services the headquarters organization for all program areas. Evaluates field personnel programs and reviews and approves certain personnel actions initiated by the field office.</p> <p><u>OFFICE OF THE DIRECTOR</u></p> <p>Directs the activities of the Division in carrying out the Bureau's personnel management program and providing comprehensive personnel services for the Washington Office. Serves as principal advisor to the Commissioner and Bureau management on effective personnel management policies and practices. Insures consistent personnel management program operations in both the Washington Office</p>	
		10. ACTION TAKEN

sent to agency, NMF-NCW-3/17/78 & items to

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

All pen and ink modifications have been made with agency concurrence 3/10/78

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	and the Savings Bond Operations Office in Parkersburg, West Virginia, through the evaluation of field personnel programs, and the review and approval of certain personnel actions initiated by the field office. Represents the Bureau in dealings on personnel management matters with officials within the Department, the Civil Service Commission and other federal agencies.		
1.	<p>Personnel Management Subject Files - These files contain letters, memoranda and other correspondence relating to personnel policies, programs and regulations.</p> <p>PURGE ANNUALLY OR DESTROY WHEN ⁵10 YEARS OLD, WHICHEVER IS SOONER.</p>	NN162-60, item 4a, GRS 1, Item 3.	
2.	<p>Budgetary and Statistical Data Files - These files contain all records and copies of reports required by the Office of the Commissioner, the Department and Civil Service Commission.</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p style="text-align: center;"><u>LABOR RELATIONS BRANCH</u></p> <p>Provides staff advice to management on the development and implementation of the Bureau-wide labor relations program. Insures the integration and coordination of program efforts in the Washington Office and the Savings Bond Operations Office and provides labor relations training for supervisors and managers, advice and guidance to management on union matters and staff advice to management on the development and implementation of the Bureau's labor relations program. Anticipates future labor relations issues in the federal sector in order to establish negotiation objectives, advise management on potentially sensitive issues, develop proposed sections of formal agreements and recommend solutions to precedent-setting problems.</p>		
3.	Correspondence Files		
a.	<p>Labor Relations Correspondence Files - These files contain letters, memoranda and other correspondence to and from other federal agencies, management representatives and third parties.</p> <p>DESTROY WHEN 10 YEARS OLD.</p>	GRS 1, Item 29.	

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b.	Union Correspondence Files - These files contain letters, memoranda and other correspondence to and from unions. DESTROY WHEN 18 YEARS OLD.	GRS 1, Item 29.	
4.	Labor Relations Chronological Files - These files contain copies of all correspondence prepared by the Labor Relations Branch. DESTROY WHEN 5 YEARS OLD.	NN162-60, item 4a	
5.	Dues Withholding Data - This data contains information and reports on union dues withholding. DESTROY WHEN 3 YEARS OLD.		
6.	Union Negotiation, Representation Proceedings and Administration Files - These files contain information on union representation proceedings, such as eligibility lists, and records pertaining to contract negotiations and administration, such as negotiated ground rules, proposals, bargaining history and Labor Relations Committee reports. --PD 4386 - Grievance Form --PD 4388 - Absence From the Job to Perform Union Representation Duties --PD 4388-1 - Log of Union Representation Time DESTROY WHEN 5 YEARS OLD.	NN162-60, item 4a; GRS 1, Item 29.	
7.	Training Records - These records contain information and statistics referencing labor relations training in the Bureau. --OF 170 - Request, Authorization, Agreement and Certification of Training DESTROY WHEN 5 YEARS OLD.	GRS 1, Item 30(b).	
8.	Personnel Listing - This is a monthly computer generated listing of all union member employees. --PD 2187 - Personnel Organizational Schedule DESTROY WHEN 3 YEARS OLD.		

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	<u>EMPLOYMENT BRANCH</u>		
	<p>Conducts comprehensive recruitment and placement activities through the establishment and maintenance of contacts with the Civil Service Commission and a broad range of other recruiting sources. Carries out special hiring programs and special recruitment for veterans and the handicapped. Serves as primary contact for Washington Office management in planning recruitment, staffing and placement requirements. Provides staff assistance and guidance to the Savings Bond Operations Office, as required. Conducts initial orientation and follow-up with employees on employee benefits. Develops Bureau-wide policy on the Merit Promotion Program and other appropriate projects, drafting revisions, providing interpretations and insuring effective administration. Reviews requested personnel actions and records and maintains appropriate documentation to support the personnel actions processed. Administers the performance evaluation program and within-grade processing. Analyzes Bureau employment data to prepare periodic and special employment reports for use within and outside the Bureau.</p>		
9.	<p>Service Record Card Files - These files contain a summary of employee's employment history with the Bureau. --SF 7 - Service Record Card</p> <p style="text-align: center;">DESTROY ³ YEARS AFTER SEPARATION OR TRANSFER OF EMPLOYEE.</p>	GRS 1, Item 2.	
10.	<p>Case Files for Posted Vacancies - These files contain a history of how a recruitment vacancy was handled. --SF 52 - Request for Personnel Action</p> <p style="text-align: center;">DESTROY WHEN 2 YEARS OLD.</p>		
11.	<p>Chronological File of Standard Form 50 - These files contain the official notices of personnel actions prepared for employees in the Bureau. --SF 50 - Notification of Personnel Action</p> <p style="text-align: center;">DESTROY WHEN ³ YEARS OLD.</p>	GRS 1, Item 14(a).	
12.	<p>Examinations File - These files contain the completed examinations and the notice of rating obtained by job applicants tested for clerk/typist and clerk/steno positions.</p> <p style="text-align: center;">DESTROY WHEN 3 YEARS OLD.</p>		

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13.	<p>Applicant Supply File - These files contain the applications of individuals applying for no specifically announced position in the Bureau.</p> <p>--SF 171 - Personal Qualifications Statement</p> <p>--SF 172 - Amendment to Personal Qualifications Statement</p> <p>DESTROY WHEN 1 YEAR OLD.</p>		
14.	<p>Time and Attendance Reports - These reports contain leave data for all employees of the Bureau.</p> <p>--Form TUS 430 - Time and Attendance Report</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p style="text-align: center;"><u>EMPLOYEE PROGRAMS AND TRAINING BRANCH</u></p> <p>Conducts a comprehensive employee-relations program for employees and management. Conducts or coordinates special emphasis equal employment opportunity programs. Coordinates the personnel security activities for the Washington Office with the Office of the Commissioner. Is responsible for the Bureau-wide self-evaluation program of personnel management activities. Responds to Congressional inquiries regarding personnel management. Conducts and monitors employee development activities.</p>	GRS 2, Item 3(a).	
15.	<p>Upward Mobility Employment Application and Correspondence File.</p> <p>a. Upward Mobility Employment Application File - These files contain the applications of all employees who have applied under the Upward Mobility Program.</p> <p>DESTROY WHEN 2 YEARS OLD.</p> <p>b. Non-Select Letters - This file contains copies of letters mailed to employees who were not selected for upward mobility positions.</p> <p>DESTROY WHEN 2 YEARS OLD.</p> <p>c. Upward Mobility Certificates - This file contains copies of all promotion certificates for upward mobility positions.</p> <p>--PD 3155 -Promotion Certificate</p> <p>DESTROY WHEN 2 YEARS OLD.</p>		

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d.	<p>Ranking Criteria File - These files show the ranking criteria that is used in ranking upward mobility applicants for upward mobility positions.</p> <p>DESTROY WHEN 2 YEARS OLD.</p>		
e.	<p>Upward Mobility Correspondence Files - These files contain all written correspondence in reference to upward mobility and upward mobility positions.</p> <p>DESTROY WHEN 2 YEARS OLD.</p>		
16.	<p>Employee Program Subject Files - These files contain information on the Upward Mobility Program and other employee programs published by the Bureau, Civil Service Commission and other agencies.</p> <p>DESTROY WHEN 2 YEARS OLD.</p>		
17.	<p>Skills Survey Files - These files contain the skills survey form filled out annually by selected Bureau employees.</p> <p>DESTROY WHEN 2 YEARS OLD.</p>		
18.	<p>Employee Relations Case Files - These files include information and disciplinary, adverse action, grievances and other employee relations topics.</p> <p>DESTROY 4 YEARS AFTER CASE IS CLOSED.</p>		
19.	<p>Retirement Case Files - These files contain all correspondence relative to retiring employees.</p> <p>--SF 8 - Position Description --SF 2801 - Application for Retirement --SF 2801-A - Superior Officer's Statement --SF 2801-B - Physician's Statement --1084 - Additional Information in Support of Civil Service Retirement</p> <p>DESTROY 2 YEARS AFTER CASE IS CLOSED.</p>		
20.	<p>Personnel Management Evaluation File - These files contain all issuances and reports on random personnel management evaluations done in the Bureau and the Treasury Department.</p> <p>DESTROY WHEN 5 YEARS OLD OR WHEN SUPERSEDED, WHICHEVER IS SOONER.</p>		

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21.	<p>Welfare Loan File - These files contain all paperwork incidental to welfare loans made to Bureau employees through the Treasury Welfare Association.</p> <p>DESTROY WHEN 2 YEARS OLD.</p> <p style="text-align: center;"><u>CLASSIFICATION BRANCH</u></p> <p>Plans and directs a comprehensive Bureau-wide position classification program consisting of a periodic review of established positions; the provision of advice to managerial officials on organizational structure to facilitate personnel management needs; the development of guidance on effective position structuring, design and alignment; and the fostering of increased emphasis on position management. Evaluates the Bureau-wide impact of proposed and finalized position-classification standards published by the Civil Service Commission. Adjudicates classification appeals submitted to the Bureau by employees of both the Washington and the Savings Bond Operations Office. Reviews and approves certain types of classification actions initiated by the Washington Office and the Savings Bond Operations Office and evaluates their classification activity.</p>		
22.	<p>Correspondence and Memoranda File - These files contain copies of all correspondence and memoranda generated by the Classification Branch.</p> <p>PURGE ANNUALLY AND MOVE APPROPRIATE ITEMS TO ORGANIZATIONAL BACKGROUND FILES. DESTROY REMAINDER WHEN 2 YEARS OLD.</p>		
23.	<p>Organizational Background Files - These files contain background material pertaining to the organizations served.</p> <p>DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER.</p>		

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24.	<p>Survey Files - These files contain position management, classification, and other survey reports on various organizations prepared by classification specialists, including periodic reports such as the Annual Super-grade Position Report and the Annual Whitten Amendment Report.</p> <p>DESTROY WHEN 3 YEARS OLD OR AFTER COMPLETION OF NEXT SURVEY, WHICHEVER IS LATER.</p>	GRS 1, Item 7(2)1.	