

# INACTIVE – ALL ITEMS SUPERSEDED

## Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2015-0007  
Schedule Status Modified Approved Version  
Agency or Establishment General Records Schedules (National Archives and Records Administration)  
Record Group / Scheduling Group General Records Schedules  
Records Schedule applies to Government-wide  
Schedule Subject General Records Schedule 2.3: Employee Relations Records  
Internal agency concurrences will be provided No

Background Information This schedule covers records documenting activities related to managing relationships between the agency, its employees, and its unions and bargaining units. The records are those maintained by agency offices that deal with employee relations functions, regardless of office placement in organizational structure. Copies held by supervisors/management in program offices are not covered by this schedule (as such copies may be part of supervisory files covered under GRS 2.2, Employee Management Records). Activities include: negotiating and administering labor contracts and collective bargaining agreements, managing grievances and other conflicts such as by providing alternative dispute resolution processes, Equal Employment Opportunity (EEO) activities, managing programs promoting work-life balance such as telework, providing employee reasonable accommodations and providing displaced employee programs. The scope of this schedule does not extend to programs that are considered employee benefits such as providing health care and retirement pensions.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
23	0	23	0

### GAO Approval

# INACTIVE – ALL ITEMS SUPERSEDED

## Outline of Records Schedule Items for DAA-GRS-2015-0007

Sequence Number	
1	Alternative Dispute Resolution (ADR) records.
1.1	ADR program files. Disposition Authority Number: DAA-GRS-2015-0007-0001
1.2	ADR case files - Informal process. Disposition Authority Number: DAA-GRS-2015-0007-0002
1.3	ADR case files - Formal process. Disposition Authority Number: DAA-GRS-2015-0007-0003
2	Reasonable accommodation records.
2.1	Reasonable accommodation program files. Disposition Authority Number: DAA-GRS-2015-0007-0004
2.2	Reasonable accommodation employee case files. Disposition Authority Number: DAA-GRS-2015-0007-0005
3	Equal Employment Opportunity (EEO) records.
3.1	EEO program files. Disposition Authority Number: DAA-GRS-2015-0007-0006
3.2	EEO official discrimination complaint case files – Informal process. Disposition Authority Number: DAA-GRS-2015-0007-0007
3.3	EEO official discrimination complaint case files – Formal process. Disposition Authority Number: DAA-GRS-2015-0007-0008
3.4	EEO case files that did not result in an EEO complaint. Disposition Authority Number: DAA-GRS-2015-0007-0009
3.5	EEO compliance review files. Disposition Authority Number: DAA-GRS-2015-0007-0010
3.6	EEO reports and employment statistics files. Disposition Authority Number: DAA-GRS-2015-0007-0011
4	Anti-harassment records.
4.1	Anti-harassment program files. Disposition Authority Number: DAA-GRS-2015-0007-0012
4.2	Anti-harassment complaint case files. Disposition Authority Number: DAA-GRS-2015-0007-0013
5	Labor management relations agreement negotiation records.
5.1	Office(s) responsible for negotiations. Disposition Authority Number: DAA-GRS-2015-0007-0014
5.2	All other offices.

# INACTIVE – ALL ITEMS SUPERSEDED

5.3	Disposition Authority Number: DAA-GRS-2015-0007-0015 Labor management relations arbitration records. Disposition Authority Number: DAA-GRS-2015-0007-0016
6	Administrative grievance, disciplinary, and adverse action files.
6.1	Administrative grievance files. Disposition Authority Number: DAA-GRS-2015-0007-0017
6.2	Adverse action files. Disposition Authority Number: DAA-GRS-2015-0007-0018
6.3	Performance-based action files. Disposition Authority Number: DAA-GRS-2015-0007-0023
7	Displaced employee program files.
7.1	Displaced employee program files. Disposition Authority Number: DAA-GRS-2015-0007-0019
7.2	Displaced employee program application records. Disposition Authority Number: DAA-GRS-2015-0007-0020
8	Telework/alternate worksite records.
8.1	Telework/alternative worksite program files. Disposition Authority Number: DAA-GRS-2015-0007-0021
8.2	Forms, requests, or applications to participate in telework/alternate worksite programs. Disposition Authority Number: DAA-GRS-2015-0007-0022

# INACTIVE – ALL ITEMS SUPERSEDED

## Records Schedule Items

Sequence Number					
1	<p>Alternative Dispute Resolution (ADR) records. ADR is any dispute resolution process conducted by a neutral third party, or third parties, which is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, mediation, fact finding, mini-trials, arbitration and use of ombuds. The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees, or between the agency and the union(s).</p>				
1.1	<p>ADR program files.</p> <p>Disposition Authority Number      DAA-GRS-2015-0007-0001</p> <p>This item refers to the program management and routine activities of offices running ADR processes. Includes: # program-related correspondence (excludes case-related correspondence) # copies of statutes, regulations # meeting minutes # final reports provided to senior management, oversight agencies, and related records and data created, received, and maintained for purposes of tracking agency compliance with relevant Executive Order(s), as amended # copies of records of financial payments and authorizations to mediators and/or facilitators (excludes copies held by financial offices) # evaluation records of the ADR program # other records relating to the agency's overall administration of its ADR program.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Inactive</p> <p>Is this item media neutral?            Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                        Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 2.3, item 010</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      N1-GRS-03-002 / A</p> <p>Inactive Status Explanation                      This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0001</p>	Manual Citation	Manual Title	GRS 2.3, item 010	
Manual Citation	Manual Title				
GRS 2.3, item 010					

# INACTIVE – ALL ITEMS SUPERSEDED

1.2

**Disposition Instruction**

Retention Period Destroy when 3 years old. Longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

**ADR case files - Informal process.**

Disposition Authority Number DAA-GRS-2015-0007-0002

This item includes records that are not associated with another employee dispute, complaint or grievance process. Includes: # agreements to use ADR # documentation of the settlement or discontinuance of the ADR case # parties' written evaluations of the process and/or the neutral third party mediator # correspondence related to intake, process, settlement, and evaluations (excluding evaluations of ADR program)

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 011	

GRS or Superseded Authority Citation N1-GRS-03-002 / B (in part)

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0007

**Disposition Instruction**

Retention Period Destroy 3 years after case is closed. Longer disposition is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

# INACTIVE – ALL ITEMS SUPERSEDED

1.3

ADR case files - Formal process.

Disposition Authority Number DAA-GRS-2015-0007-0003

This item includes originals and copies of records generated in response to a referral from another dispute, grievance or complaint process (like EEO complaints or grievances). Includes: # agreements to use ADR # documentation of the settlement or discontinuance of the ADR case # parties' written evaluations of the process and/or the neutral third party mediator # correspondence related to intake, process, settlement, and evaluations (excluding evaluation records of ADR programs)

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 012	

GRS or Superseded Authority Citation N1-GRS-03-002 / B (in part)

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0008

Disposition Instruction

Retention Period Destroy 7 years after case is closed. Longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

2

Reasonable accommodation records.

Includes information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164.

2.1

Reasonable accommodation program files.

# INACTIVE – ALL ITEMS SUPERSEDED

Disposition Authority Number DAA-GRS-2015-0007-0004

Administrative records not linked to a case file. Includes: # instructions # directives # notices # timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation # reports provided annually to oversight agencies such as the Equal Employment Opportunity Commission (EEOC), related records, and data created, received, and maintained for purposes of tracking agency compliance with relevant Executive Order(s), as amended, and EEOC guidance. # notification records to internal and external stakeholders such as the EEOC, collective bargaining representative(s), and agency EEO offices.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 020	

GRS or Superseded Authority Citation N1-GRS-04-002 / 1/A  
N1-GRS-04-002 / 1/D

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0001

## Disposition Instruction

Retention Period Destroy 3 years after being superseded. Longer retention is authorized if required for business use.

## Additional Information

GAO Approval Not Required

Reasonable accommodation employee case files.

Disposition Authority Number DAA-GRS-2015-0007-0005

Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or HR specialists containing records of requests for

2.2

# INACTIVE – ALL ITEMS SUPERSEDED

reasonable accommodation and/or assistive technology devices and services that have been requested for or by an employee. Includes: # request approvals and denials # notice of procedures for informal dispute resolution or appeal processes, including ADR processes # forms # correspondence # emails # policy guidance documents # records of oral conversations # medical records # supporting notes and documentation

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 021	

GRS or Superseded Authority Citation N1-GRS-04-002 / 1/B  
N1-GRS-04-002 / 1/C

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0002

## Disposition Instruction

Retention Period Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later. Longer retention is authorized if required for business use.

## Additional Information

GAO Approval Not Required

Equal Employment Opportunity (EEO) records.

EEO program files.

Disposition Authority Number DAA-GRS-2015-0007-0006

General program-related correspondence and copies of regulations with related records that pertain to the Civil Rights Act of 1964, the EEO Act of 1972, and any other pertinent legislation, and agency EEO Committee meeting records.

Final Disposition Temporary

3

3.1

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 030	

GRS or Superseded Authority Citation NC1-64-77-010 / 26/G

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0001

**Disposition Instruction**

Retention Period Destroy when 3 years old. Longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

3.2

EEO official discrimination complaint case files – Informal process.

Disposition Authority Number DAA-GRS-2015-0007-0007

Cases resolved within the agency that did not go to the formal process stage. Includes: intake sheet, summary report, notes, supporting documentation, correspondence NOTE: If a formal case is filed, all records in the prior informal case are covered by Item 032.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

# INACTIVE – ALL ITEMS SUPERSEDED

Manual Citation	Manual Title
GRS 2.3, item 031	

GRS or Superseded Authority Citation NC1-GRS-80-009 / 1 (in part)

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0012

**Disposition Instruction**

Retention Period Destroy 3 years after resolution of case. Longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

3.3 EEO official discrimination complaint case files – Formal process.

Disposition Authority Number DAA-GRS-2015-0007-0008

Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other official complaint case file records. Includes cases resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court. NOTE: This item includes all records gathered in the informal process which become the formal process case file once a formal complaint is filed.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 032	

GRS or Superseded Authority Citation NC1-GRS-80-009 / 1 (in part)

Inactive Status Explanation This item is inactive because it was superseded by

# INACTIVE – ALL ITEMS SUPERSEDED

3.4

New Disposition Authority Number: DAA-GRS-2018-0002-0013

**Disposition Instruction**

Retention Period Destroy 7 years after resolution of case. Longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

EEO case files that did not result in an EEO complaint.

Disposition Authority Number DAA-GRS-2015-0007-0009

Includes cases that did not result in an official formal or informal EEO complaint.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 033	

GRS or Superseded Authority Citation N1-GRS-92-003 / 25/C/1  
N1-GRS-92-003 / 25/C/2

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0012

**Disposition Instruction**

Retention Period Destroy 2 years after final resolution of case. Longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

EEO compliance review files.

Disposition Authority Number DAA-GRS-2015-0007-0010

3.5

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

Reviews, background documents, and correspondence relating to contractor employment practices.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 034	

GRS or Superseded Authority Citation NC1-64-77-010 / 26/D/1

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0014

### Disposition Instruction

Retention Period Destroy when 7 years old. Longer retention is authorized if required for business use.

### Additional Information

GAO Approval Not Required

EEO reports and employment statistics files.

Disposition Authority Number DAA-GRS-2015-0007-0011

Includes the annual report to the EEOC, the annual report to Congress on the No FEAR Act, quarterly/monthly reports to senior leadership, and other related reports required by EEOC's MD 715 (such as the Analysis and Action Plans) or succeeding guidance as well as employment statistics files which support reporting requirements to Congress, the EEOC and other oversight entities.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

3.6

# INACTIVE – ALL ITEMS SUPERSEDED

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
GRS 2.3, item 035	

GRS or Superseded Authority Citation  
 NC1-64-77-010 / 26/D/2  
 NC1-64-77-010 / 26/F  
 NC1-64-76-004 / 27/A  
 NC1-64-76-004 / 27/B  
 NC1-GRS-83-002 / 1  
 NC1-GRS-83-004 / 26/H/4

Inactive Status Explanation  
 This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2017-0008-0005

**Disposition Instruction**

Retention Period  
 Destroy when 5 years old. Longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

**Anti-harassment records.**

Records related to harassment outside of the EEO process based on race, color, religion, sex (including pregnancy and gender identity), genetic information, sexual orientation, national origin, age (40 or older), disability (mental or physical), marital status, political affiliation, status as a parent, retaliation, or any other reason. Note: Includes records focusing on reducing or eliminating sexual harassment in the workplace.

4

**Anti-harassment program files.**

Disposition Authority Number DAA-GRS-2015-0007-0012

Includes: # program administration # correspondence # program implementation records # reports and responses to oversight agencies and senior level management Exclusion: This item does not apply to government-wide program oversight records created and received by OPM and EEOC.

4.1

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

# INACTIVE - ALL ITEMS SUPERSEDED

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.3, item 040	

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0001**

### Disposition Instruction

Retention Period **Destroy 3 years after being superseded or obsolete. Longer retention is authorized if required for business use.**

### Additional Information

GAO Approval **Not Required**

**Anti-harassment complaint case files.**

Disposition Authority Number **DAA-GRS-2015-0007-0013**

**Includes: # correspondence # notes # relevant forms # supporting material # background information documentation # documents relating to the agency investigation # statements of witnesses # documents relating to management's determination as to whether harassment occurred # documentation of preventive or corrective measures taken by the agency # documents of interim or intermediate measures taken by the agency # other related records Exclusion: Anti-harassment records that relate to actions such as EEO complaints, alternative dispute resolution processes, various grievance processes (including union grievance procedures), and reporting to the Office of Inspector General, are excluded from this series and should be included instead with the related case file.**

Final Disposition **Temporary**

Item Status **Inactive**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
-----------------	--------------

4.2

# INACTIVE - ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

<b>GRS 2.3, item 041</b>	
--------------------------	--

**Inactive Status Explanation**      This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0005

**Disposition Instruction**

**Retention Period**      Destroy when 7 years old. Longer retention is authorized if required for business use.

**Additional Information**

**GAO Approval**      Not Required

**Labor management relations agreement negotiation records.**  
Records relating to negotiations with labor unions. Includes: # negotiation agreements # requests to bargain # bargaining session records/notes # correspondence # memoranda # reports # forms # other records relating to the negotiated agreements and general relationship between management, employee unions and other groups

**Office(s) responsible for negotiations.**

**Disposition Authority Number**      DAA-GRS-2015-0007-0014

**Final Disposition**      Temporary

**Item Status**      Inactive

**Is this item media neutral?**      Yes

**Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?**      Yes

**Do any of the records covered by this item exist as structured electronic data?**      Yes

<b>Manual Citation</b>	<b>Manual Title</b>
<b>GRS 2.3, item 050</b>	

**GRS or Superseded Authority Citation**      NC1-64-77-010 / 29/A/1

**Inactive Status Explanation**      This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0015

**Disposition Instruction**

5

5.1

# INACTIVE – ALL ITEMS SUPERSEDED

5.2

Retention Period Destroy 5 years after expiration of agreement. Longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

**All other offices.**

Disposition Authority Number DAA-GRS-2015-0007-0015

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 051	

5.3

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0015

**Disposition Instruction**

Retention Period Destroy when no longer needed for business use.

**Additional Information**

GAO Approval Not Required

**Labor management relations arbitration records.**

Disposition Authority Number DAA-GRS-2015-0007-0016

**Correspondence, forms, and related records relating to labor arbitration cases.**

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.3, item 052	

GRS or Superseded Authority Citation **NC1-64-77-010 / 29/B**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0010**

### Disposition Instruction

Retention Period **Destroy 5 years after final resolution of case. Longer retention is authorized if required for business use.**

### Additional Information

GAO Approval **Not Required**

6

**Administrative grievance, disciplinary, and adverse action files.**

**Note: OPM has determined that agencies may decide how long, within the range of 4 to 7 years, administrative grievance, adverse action and performance-based action records need to be retained. To implement this authority, each agency must select one fixed retention period, between 4 and 7 years. Agencies are not authorized to use different retention periods for individual cases. The agency should publish the chosen retention in the agency's records disposition manual, and any other issuance dealing with the disposition of these records.**

6.1

**Administrative grievance files.**

Disposition Authority Number **DAA-GRS-2015-0007-0017**

**Records relating to grievances raised by covered entities/individuals such as non-bargaining agency employees. Includes formal and informal administrative grievance processes. Includes: # grievance documents (copy of original grievance submission and supporting documentation/evidence # statements of witnesses # reports of interviews and hearings # examiner's findings and recommendations # copy of the original decision # related correspondence and exhibits Note: OPM has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained. To implement this authority, each agency must select one fixed retention period, between 4 and 7 years, for the entire series of its closed cases. Agencies are not authorized to use different retention periods for individual cases. The agency should publish the chosen retention in the agency's records disposition manual, and any other**

# INACTIVE – ALL ITEMS SUPERSEDED

issuance dealing with the disposition of these records. Exclusion: Item excludes EEO complaints and negotiated grievances by bargaining unit employees.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 060	

GRS or Superseded Authority Citation N1-GRS-92-001 / 30/A

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0006

### Disposition Instruction

Retention Period Destroy no sooner than 4 years but no less than 7 years after case is closed.

### Additional Information

GAO Approval Not Required

### Adverse action files.

Disposition Authority Number DAA-GRS-2015-0007-0018

Case files and records related to effected adverse actions against employees. Includes: # copy of the proposed adverse action # supporting documents # statements of witnesses # employee's reply # hearing notices # reports # decisions # appeal records # supporting documentation of letters of reprimand Exclusion: Excludes letters of reprimand which are filed in the OPF.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

6.2

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.3, item 061	

GRS or Superseded Authority Citation **N1-GRS-92-001 / 30/B (in part)**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0006**

### Disposition Instruction

Retention Period **Destroy no sooner than 4 years but no later than 7 years after case is closed.**

### Additional Information

GAO Approval **Not Required**

### Performance-based action files.

Disposition Authority Number **DAA-GRS-2015-0007-0023**

Case files and records related to performance-based actions against employees. Includes: • performance appraisal • performance improvement plan • supporting documents • copy of the proposed performance-based action • employee's reply • decision notices • hearing notices • appeal records

Final Disposition **Temporary**

Item Status **Inactive**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
GRS 2.3, Item 062	

GRS or Superseded Authority Citation **N1-GRS-92-001 / 30/B (in part)**

Inactive Status Explanation **This item is inactive because it was superseded by**

6.3

# INACTIVE – ALL ITEMS SUPERSEDED

New Disposition Authority Number: DAA-GRS-2018-0002-0006

## Disposition Instruction

Retention Period Destroy no sooner than 4 years but no later than 7 years after case is closed.

## Additional Information

GAO Approval Not Required

Displaced employee program files.  
Exclusion: These items do not apply to the Department of Defense.

Displaced employee program files.

Disposition Authority Number DAA-GRS-2015-0007-0019

Includes: # program related correspondence # program implementation records # reporting and tracking files sent to oversight agencies such as OPM, and to senior level management # control files # information collected about displaced employees

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 070	

GRS or Superseded Authority Citation NC1-GRS-85-002 / 34/O

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0001

## Disposition Instruction

Retention Period Destroy 3 years after being superseded. Longer disposition is authorized if required for business use.

# INACTIVE – ALL ITEMS SUPERSEDED

7.2

**Additional Information**

GAO Approval Not Required

Displaced employee program application records.

Disposition Authority Number DAA-GRS-2015-0007-0020

Includes: • applications • registrations • forms • data • other related documentation

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 071	

GRS or Superseded Authority Citation NC1-GRS-85-002 / 34/N

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0003

**Disposition Instruction**

Retention Period Destroy when employee is no longer eligible for displaced employee programs. Longer retention is authorized for business use.

**Additional Information**

GAO Approval Not Required

8

Telework/alternate worksite records.

8.1

Telework/alternative worksite program files.

Disposition Authority Number DAA-GRS-2015-0007-0021

Records generated by the designated Telework Managing Officer (TMO), agency telework coordinators and other related staff. Includes: # correspondence # notes # policy implementation documents # form development files # planning records # program evaluation documentation # reports provided to senior management and

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

oversight agencies such as OPM # other related records generated by the agency or by participating employees

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 080	

GRS or Superseded Authority Citation N1-GRS-97-001 / 1/C (in part)

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0001

### Disposition Instruction

Retention Period Destroy when 3 years old. Longer retention is authorized if required for business use.

### Additional Information

GAO Approval Not Required

8.2

Forms, requests, or applications to participate in telework/alternate worksite programs.

Disposition Authority Number DAA-GRS-2015-0007-0022

Includes: # agreements between the agency and the employee # records such as questionnaires relating to the safety of the worksite # forms, checklists and similar records regarding the installation and use of equipment, hardware, and software # the use of secure, classified information or data subject to the Privacy Act, or agencies' Personally Identifiable Information policies Note: "End of employee participation" in the disposition instruction refers to if employee leaves telework entirely, is rejected, denied, or barred from telework, has significant changes in telework or agency position such that a new agreement is signed, or employee leaves Federal employment.

Final Disposition Temporary

# INACTIVE – ALL ITEMS SUPERSEDED

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.3, item 081	

GRS or Superseded Authority Citation N1-GRS-97-001 / 1/A  
N1-GRS-97-001 / 1/B  
N1-GRS-97-001 / 1/C (in part)

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0004

## Disposition Instruction

Retention Period Destroy 1 year after end of employee's participation in the program. Longer retention is authorized if required for business use.

## Additional Information

GAO Approval Not Required

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
01/12/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/09/2017	Submit for Concurrence	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
03/09/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/09/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/10/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

# INACTIVE – ALL ITEMS SUPERSEDED