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

<table>
<thead>
<tr>
<th>Number of Total Disposition Items</th>
<th>Number of Permanent Disposition Items</th>
<th>Number of Temporary Disposition Items</th>
<th>Number of Withdrawn Disposition Items</th>
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<tbody>
<tr>
<td>23</td>
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</table>

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

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Description</th>
<th>Disposition Authority Number</th>
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<tbody>
<tr>
<td>1</td>
<td>Alternative Dispute Resolution (ADR) records.</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>ADR program files.</td>
<td>DAA-GRS-2015-0007-0001</td>
</tr>
<tr>
<td>1.2</td>
<td>ADR case files - Informal process.</td>
<td>DAA-GRS-2015-0007-0002</td>
</tr>
<tr>
<td>1.3</td>
<td>ADR case files - Formal process.</td>
<td>DAA-GRS-2015-0007-0003</td>
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<tr>
<td>2</td>
<td>Reasonable accommodation records.</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Reasonable accommodation program files.</td>
<td>DAA-GRS-2015-0007-0004</td>
</tr>
<tr>
<td>2.2</td>
<td>Reasonable accommodation employee case files.</td>
<td>DAA-GRS-2015-0007-0005</td>
</tr>
<tr>
<td>3</td>
<td>Equal Employment Opportunity (EEO) records.</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>EEO program files.</td>
<td>DAA-GRS-2015-0007-0006</td>
</tr>
<tr>
<td>3.2</td>
<td>EEO official discrimination complaint case files – Informal process.</td>
<td>DAA-GRS-2015-0007-0007</td>
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<tr>
<td>3.3</td>
<td>EEO official discrimination complaint case files – Formal process.</td>
<td>DAA-GRS-2015-0007-0008</td>
</tr>
<tr>
<td>3.4</td>
<td>EEO case files that did not result in an EEO complaint.</td>
<td>DAA-GRS-2015-0007-0009</td>
</tr>
<tr>
<td>3.5</td>
<td>EEO compliance review files.</td>
<td>DAA-GRS-2015-0007-0010</td>
</tr>
<tr>
<td>3.6</td>
<td>EEO reports and employment statistics files.</td>
<td>DAA-GRS-2015-0007-0011</td>
</tr>
<tr>
<td>4</td>
<td>Anti-harassment records.</td>
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<tr>
<td>4.1</td>
<td>Anti-harassment program files.</td>
<td>DAA-GRS-2015-0007-0012</td>
</tr>
<tr>
<td>4.2</td>
<td>Anti-harassment complaint case files.</td>
<td>DAA-GRS-2015-0007-0013</td>
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<tr>
<td>5</td>
<td>Labor management relations agreement negotiation records.</td>
<td></td>
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<tr>
<td>5.1</td>
<td>Office(s) responsible for negotiations.</td>
<td>DAA-GRS-2015-0007-0014</td>
</tr>
<tr>
<td>5.2</td>
<td>All other offices.</td>
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</table>
Disposition Authority Number: DAA-GRS-2015-0007-0015
5.3 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
## Records Schedule Items

**Sequence Number**

<table>
<thead>
<tr>
<th>1</th>
<th>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).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>ADR program files.</td>
</tr>
<tr>
<td><strong>Disposition Authority Number</strong></td>
<td>DAA-GRS-2015-0007-0001</td>
</tr>
<tr>
<td>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.</td>
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<td><strong>Final Disposition</strong></td>
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<td><strong>Item Status</strong></td>
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<td><strong>Is this item media neutral?</strong></td>
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<td><strong>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</strong></td>
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<td><strong>Do any of the records covered by this item exist as structured electronic data?</strong></td>
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<td>GRS 2.3, item 010</td>
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<td>N1-GRS-03-002 / A</td>
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<td>Inactive Status Explanation</td>
<td>This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0001</td>
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</table>
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

GRS 2.3, item 011

Manual Title

N1-GRS-03-002 / B (in part)

GRS or Superseded Authority Citation

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
### 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)

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

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<th>Disposition Instruction</th>
<th>Retention Period</th>
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<tbody>
<tr>
<td>Destroy 7 years after case is closed. Longer retention is authorized if required for business use.</td>
<td>Destroy 7 years after case is closed. Longer retention is authorized if required for business use.</td>
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<table>
<thead>
<tr>
<th>Additional Information</th>
<th>GAO Approval</th>
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<tr>
<td>Reasonable accommodation records.</td>
<td>Not Required</td>
</tr>
<tr>
<td>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.</td>
<td>Reasonable accommodation program files.</td>
</tr>
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</table>
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

GRS 2.3, item 020

Manual Title

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
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

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

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<th>Disposition Instruction</th>
<th>Retention Period</th>
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<tr>
<td></td>
<td>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.</td>
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<table>
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<tr>
<th>Additional Information</th>
<th>GAO Approval</th>
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<tbody>
<tr>
<td></td>
<td>Not Required</td>
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<table>
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<tr>
<th>Equal Employment Opportunity (EEO) records.</th>
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**Disposition Authority Number**

<table>
<thead>
<tr>
<th>Disposition Authority Number</th>
<th>DAA-GRS-2015-0007-0006</th>
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</table>

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.
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 | GRS 2.3, item 030
Manual Title | 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

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
### Manual Citation
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

### 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

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### Manual Citation
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
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

3.4
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

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<td>GRS or Superseded Authority Citation</td>
<td>N1-GRS-92-003 / 25/C/1</td>
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<td>Inactive Status Explanation</td>
<td>This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0012</td>
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</table>

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

3.5
EEO compliance review files.
Disposition Authority Number
DAA-GRS-2015-0007-0010
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: GRS 2.3, item 034
Manual Title: 

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

Retention Period: 

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

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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.

4.1 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.

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 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
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</tr>
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</table>

5 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

5.1 Office(s) responsible for negotiations.

<table>
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<tr>
<th>Disposition Authority Number</th>
<th>DAA-GRS-2015-0007-0014</th>
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<td>GRS 2.3, item 050</td>
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<th>GRS or Superseded Authority Citation</th>
<th>NC1-64-77-010 / 29/A/1</th>
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<tr>
<td>Inactive Status Explanation</td>
<td>This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0015</td>
</tr>
<tr>
<td>Disposition Instruction</td>
<td></td>
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</tbody>
</table>
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

Inactive Status Explanation

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

Disposition Instruction

Destroy when no longer needed for business use.

Retention Period

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

Additional Information

GAO Approval

Not Required

Labor management relations arbitration records.

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

Disposition Authority Number

DAA-GRS-2015-0007-0016

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
电子格式（除电子邮件和文字处理外）。

是否有任何由此项目覆盖的记录以结构化电子数据形式存在？

是

<table>
<thead>
<tr>
<th>手动引用</th>
<th>手动标题</th>
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</thead>
<tbody>
<tr>
<td>GRS 2.3, item 052</td>
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</table>

GRS或被取代的权威引用

NC1-64-77-010 / 29/B

无能状态解释

此项目因已被取代而无效。新处置权威编号：DAA-GRS-2018-0002-0010

处置指令

留存期

销毁5年后案情最后裁决。根据业务需要，可以延长留存。

另外信息

GAO批准

非必须

行政怨言，纪律，和潜在的行动文件。

注意：OPM已经决定，机构可以根据4至7年之间的范围，决定行政怨言，纪律，和潜在的行动文件需要留存多久。为了实施这个权威，每个机构必须选择一个固定留存期，介于4和7年之间。机构不得为个别案件使用不同的留存期。机构应该在机构的记录处置手册中公布选择的留存期，以及任何其他涉及这些记录的处置。

6.1

行政怨言文件。

权威编号

DAA-GRS-2015-0007-0017

记录有关由覆盖实体/个人提出的抱怨，包括非谈判机构的雇员。包括正式和非正式的行政抱怨过程。包括：#抱怨文件（原始抱怨提交和支持的文件/证据）#证人陈述#面试和听证的报告#检查员的发现和建议#原始决定的副本#相关通信和展品。注意：OPM已经决定，机构可以根据4至7年之间的范围，决定行政抱怨和潜在的行动文件需要留存多久。为了实施这个权威，每个机构必须选择一个固定留存期，介于4和7年之间，为整个系列的已结案件。机构不得为个别案件使用不同的留存期。机构应该在机构的记录处置手册中公布选择的留存期，以及任何其他涉及这些记录的处置。
issuance dealing with the disposition of these records. Exclusion: Item excludes EEO complaints and negotiated grievances by bargaining unit employees.

<table>
<thead>
<tr>
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<tbody>
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**Manual Citation**

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<tr>
<td>GRS 2.3, item 060</td>
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**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

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

Yes
6.3

**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

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

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
GRS 2.3, item 070

Manual Title
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.
### Additional Information

<table>
<thead>
<tr>
<th>GAO Approval</th>
<th>Not Required</th>
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#### Displaced employee program application records.

<table>
<thead>
<tr>
<th>Disposition Authority Number</th>
<th>DAA-GRS-2015-0007-0020</th>
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</table>

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

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<table>
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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

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#### Manual Citation

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#### GRS or Superseded Authority Citation

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#### Inactive Status Explanation

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

#### Disposition Instruction

<table>
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<tr>
<th>Retention Period</th>
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<tbody>
<tr>
<td>Destroy when employee is no longer eligible for displaced employee programs. Longer retention is authorized for business use.</td>
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</tbody>
</table>

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#### Additional Information

<table>
<thead>
<tr>
<th>GAO Approval</th>
<th>Not Required</th>
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#### Telework/alternate worksite records.

<table>
<thead>
<tr>
<th>Disposition Authority Number</th>
<th>DAA-GRS-2015-0007-0021</th>
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</thead>
</table>

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
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
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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
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
<table>
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<td>N1-GRS-97-001 / 1/C (in part)</td>
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| Inactive Status Explanation | This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0004 |

<table>
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<td>Retention Period</td>
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<tr>
<td>Destroy 1 year after end of employee's participation in the program. Longer retention is authorized if required for business use.</td>
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INACTIVE – ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority
Records Schedule: DAA-GRS-2015-0007

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

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