

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

## 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.

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

## Records Schedule Items

Sequence Number

1 **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).

1.1 **ADR program files.**

Disposition Authority Number **DAA-GRS-2015-0007-0001**

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.

Final Disposition **Temporary**

Item Status **Active**

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 010	

GRS or Superseded Authority Citation **N1-GRS-03-002 / A**

Disposition Instruction

1.2

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 Active

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)

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)

Final Disposition Temporary  
Item Status Active  
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)

**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.

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 Active

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

**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

2.2

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

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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 021	

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

**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**

Item Status **Active**

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**

3  
3.1



3.2

**Disposition Instruction**

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

**Additional Information**

GAO Approval **Not Required**

**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 **Active**

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 031	

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

**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 Active

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)

**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 Active

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

3.4

<b>GRS 2.3, item 033</b>	
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GRS or Superseded Authority Citation      N1-GRS-92-003 / 25/C/1  
 N1-GRS-92-003 / 25/C/2

**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

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

Final Disposition      Temporary

Item Status      Active

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
<b>GRS 2.3, item 034</b>	

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

**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

3.5

3.6

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 Active

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 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

**Disposition Instruction**

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

**Additional Information**

GAO Approval Not Required

4

**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 Active

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	

**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 Active

Is this item media neutral? Yes

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

4.2

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 041	

**Disposition Instruction**

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

**Additional Information**

GAO Approval **Not Required**

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.**

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

Final Disposition **Temporary**

Item Status **Active**

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 050	

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

**Disposition Instruction**

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 Active

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

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 Active

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 052	

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

**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

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.

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 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      Active

Is this item media neutral?      Yes

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

6

6.1



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 060	

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

**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 **Active**

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 061	

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

**Disposition Instruction**

6.2

6.3

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 Active

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)

**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

7

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

7.1

**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 **Active**  
 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**

**Disposition Instruction**

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

**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 **Active**

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**

7.2

8  
8.1

**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

**Telework/alternate worksite records.**

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

Final Disposition Temporary

Item Status Active

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)

**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**

Item Status **Active**

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)**

**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**

## 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

## GENERAL RECORDS SCHEDULE 2.3: Employee Relations Records

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, General Employee Management). 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, retirement pensions and such.

Item	Records Description	Disposition Instruction	Disposition Authority	
010	<p><b>Alternative Dispute Resolution (ADR) Records.</b>            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>	<p><b>ADR Program Files.</b>            This item refers to the program management and routine activities of offices running ADR processes.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>● program-related correspondence (excludes case-related correspondence)</li> <li>● copies of statutes, regulations</li> <li>● meeting minutes</li> <li>● 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</li> <li>● copies of records of financial payments and authorizations to mediators and/or facilitators (excludes copies held by financial offices)</li> <li>● evaluation records of the ADR program</li> <li>● other records relating to the agency's overall administration of its ADR program.</li> </ul> <p><b>Supersedes:</b>            GRS 1, item 27a (N1-GRS-03-2, item a)</p>	<p><b>Temporary.</b>            Destroy when 3 years old; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0001</p>

GRS 2.3 Employee Relations Records, page 2

Item	Records Description	Disposition Instruction	Disposition Authority
011	<p><b>ADR Case Files - Informal Process.</b>                      This item includes records that are not associated with another employee dispute, complaint or grievance process.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>● agreements to use ADR</li> <li>● documentation of the settlement or discontinuance of the ADR case</li> <li>● parties' written evaluations of the process and/or the neutral third party mediator</li> <li>● correspondence related to intake, process, settlement, and evaluations (excluding evaluations of ADR program)</li> </ul> <p><b>Supersedes:</b>                      GRS 1, item 27b (N1-GRS-03-2, item b) – in part</p>	<p><b>Temporary.</b>                      Destroy 3 years after case is closed; longer disposition is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0002</p>
012	<p><b>ADR Case Files - Formal Process.</b>                      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).</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>● agreements to use ADR</li> <li>● documentation of the settlement or discontinuance of the ADR case</li> <li>● parties' written evaluations of the process and/or the neutral third party mediator</li> <li>● correspondence related to intake, process, settlement, and evaluations (excluding evaluation records of ADR programs)</li> </ul>	<p><b>Temporary.</b>                      Destroy 7 years after case is closed; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0003</p>



GRS 2.3 Employee Relations Records, page 3

Item	Records Description	Disposition Instruction	Disposition Authority	
020	<p><b>Reasonable Accommodation Records.</b> 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.</p>	<p><b>Supersedes:</b> GRS 1, item 27b (N1-GRS-03-2, item b) – in part</p> <p><b>Reasonable Accommodation Program Files.</b> Administrative records not linked to a case file. Includes:</p> <ul style="list-style-type: none"> <li>● instructions</li> <li>● directives</li> <li>● notices</li> <li>● timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation</li> <li>● reports provided annually to oversight agencies such as the EEOC, related records, and data created, received, and maintained for purposes of tracking agency compliance with relevant Executive Order(s), as amended, and Equal Employment Opportunity Commission (EEOC) guidance.</li> <li>● notification records to internal and external stakeholders such as the EEOC, collective bargaining representative(s), and agency EEO offices.</li> </ul> <p><b>Supersedes:</b> GRS 1, item 24a (N1-GRS-04-2, item a) GRS 1, item 24d (N1-GRS-04-2, item d)</p>	<p><b>Temporary.</b> Destroy 3 years after being superseded; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0004</p>
021		<p><b>Reasonable Accommodation Employee Case Files.</b> 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.</p>	<p><b>Temporary.</b> 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.</p>	<p>DAA-GRS-2015-0007-0005</p>

GRS 2.3 Employee Relations Records, page 4

Item	Records Description	Disposition Instruction	Disposition Authority
	<p>Includes:</p> <ul style="list-style-type: none"> <li>● request approvals and denials</li> <li>● notice of procedures for informal dispute resolution or appeal processes, including ADR processes</li> <li>● forms</li> <li>● correspondence</li> <li>● emails</li> <li>● policy guidance documents</li> <li>● records of oral conversations</li> <li>● medical records</li> <li>● supporting notes and documentation</li> </ul> <p>Supersedes: GRS 1, item 24b (N1-GRS-04-2, item b) GRS 1, item 24c (N1-GRS-04-2, item c)</p>		
030	<p><b>Equal Opportunity (EEO) Records</b></p> <p><b>EEO Program Files.</b> 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.</p> <p>Supersedes: GRS 1, item 25g (NC1-64-77-10, item 26g)</p>	<p><b>Temporary.</b> Destroy when 3 years old; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0006</p>
031	<p><b>EEO Official Discrimination Complaint Case Files – Informal Process.</b> Cases resolved within the agency that did not go to the formal process stage. Includes:</p> <ul style="list-style-type: none"> <li>● intake sheet</li> <li>● summary report</li> <li>● notes</li> <li>● supporting documentation</li> <li>● correspondence</li> </ul>	<p><b>Temporary.</b> Destroy 3 years after resolution of case; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0007</p>

GRS 2.3 Employee Relations Records, page 5

Item	Records Description	Disposition Instruction	Disposition Authority
	<p><b>Note:</b> If a formal case is filed, all records in the prior informal case are covered by Item 032.</p> <p><b>Supersedes:</b> GRS 1, item 25a (NC1-GRS-80-9, item 1) – in part</p>		
032	<p><b>EEO Official Discrimination Complaint Case Files – Formal Process.</b> 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.</p> <p><b>Note:</b> This item includes all records gathered in the informal process which become the formal process case file once a formal complaint is filed.</p> <p><b>Supersedes:</b> GRS 1, item 25a (NC1-GRS-80-9, item 1) – in part</p>	<p><b>Temporary.</b> Destroy 7 years after resolution of case; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0008</p>
033	<p><b>EEO Case Files that did not result in an EEO Complaint.</b> Includes cases that did not result in an official formal or informal EEO complaint.</p> <p><b>Supersedes:</b> GRS 1, item 25c1 (N1-GRS-92-3, item 25c1) GRS 1, item 25c2 (N1-GRS-92-3, item 25c2)</p>	<p><b>Temporary.</b> Destroy 2 years after final resolution of case; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0009</p>
034	<p><b>EEO Compliance Review Files.</b> Reviews, background documents, and correspondence relating to contractor employment practices.</p>	<p><b>Temporary.</b> Destroy when 7 years old; longer retention is</p>	<p>DAA-GRS-2015-0007-0010</p>

GRS 2.3 Employee Relations Records, page 6

Item	Records Description	Disposition Instruction	Disposition Authority
035		authorized if required for business use.	
		<p><b>Supersedes:</b> GRS 1, item 25d1 (NC1-64-77-10, item 26d1)</p> <p><b>EEO Reports and Employment Statistic Files.</b> 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.</p> <p><b>Supersedes:</b> GRS 1, item 25f (NC1-64-77-10, item 26f) GRS 1, item 25d2 (NC1-64-77-10, item 26d2) GRS 1, item 25h1 (NC1-64-76-4, item 27a) GRS 1, item 25h2 (NC1-64-76-4, item 27b) GRS 1, item 25h3 (NC1-GRS-83-2, item 1) GRS 1, item 25h4 (NC1-GRS-83-4, item 26h4)</p>	<p><b>Temporary.</b> Destroy when 5 years old; longer retention is authorized if required for business use.</p> <p>DAA-GRS-2015-0007-0011</p>
040	<p><b>Anti-Harassment Records.</b> 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.</p>	<p><b>Anti-Harassment Program Files.</b> Includes:</p> <ul style="list-style-type: none"> <li>• program administration</li> <li>• correspondence</li> <li>• program implementation records</li> <li>• reports and responses to oversight agencies and senior level management.</li> </ul> <p><b>Exclusion:</b> This item does not apply to government-wide program oversight records created and received by OPM and EEOC.</p>	<p><b>Temporary.</b> Destroy 3 years after being superseded or obsolete; longer retention is authorized if required for business use.</p> <p>DAA-GRS-2015-0007-0012</p>
041	<p><b>Note:</b> Includes records focusing on reducing or eliminating sexual harassment in the workplace.</p>	<p><b>Anti-Harassment Complaint Case Files.</b> Includes:</p> <ul style="list-style-type: none"> <li>• correspondence</li> </ul>	<p><b>Temporary.</b> Destroy when 7 years old; longer retention is</p> <p>DAA-GRS-2015-0007-0013</p>

GRS 2.3 Employee Relations Records, page 7

Item	Records Description	Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"> <li>● notes</li> <li>● relevant forms</li> <li>● supporting material</li> <li>● background information documentation</li> <li>● documents relating to the agency investigation</li> <li>● statements of witnesses</li> <li>● documents relating to management's determination as to whether harassment occurred</li> <li>● documentation of preventive or corrective measures taken by the agency</li> <li>● documents of interim or intermediate measures taken by the agency</li> <li>● other related records.</li> </ul> <p><b>Exclusion:</b> 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.</p>	<p>authorized if required for business use.</p>	
050	<p><b>Labor Management Relations Records</b></p> <p><b>Labor Management Relations Agreement Negotiations - Office(s) Responsible for Negotiations.</b> Records relating to negotiations with labor unions. Includes:</p> <ul style="list-style-type: none"> <li>● Negotiation agreements</li> <li>● requests to bargain</li> <li>● bargaining session records/notes</li> <li>● correspondence</li> <li>● memoranda</li> <li>● reports</li> <li>● forms</li> </ul>	<p><b>Temporary.</b> Destroy 5 years after expiration of agreement; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0014</p>

GRS 2.3 Employee Relations Records, page 8

Item	Records Description	Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"> <li>● other records relating to the negotiated agreements and general relationship between management, employee unions and other groups.</li> </ul> <p><b>Supersedes:</b> GRS 1, item 28a1 (NC1-64-77-10, item 29a1)</p>		
051	<p><b>Labor Management Relations Agreement Negotiations – All Other Offices.</b></p> <p><b>Supersedes:</b> GRS 1, item 28a2 (NC1-64-77-10, item 29a1)</p>	<p><b>Temporary.</b> Destroy when no longer needed for business use.</p>	<p>DAA-GRS-2015-0007-0015</p>
052	<p><b>Labor Management Relations Arbitration Records.</b> Correspondence, forms, and related records relating to labor arbitration cases.</p> <p><b>Supersedes:</b> GRS 1, item 28b (NC1-64-77-10, item 29b)</p>	<p><b>Temporary.</b> Destroy 5 years after final resolution of case; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0016</p>
060	<p><b>Administrative Grievance, Disciplinary, and Adverse Action Files.</b></p> <p><b>Administrative Grievance Files.</b> Records relating to grievances raised by covered entities/individuals such as non-bargaining agency employees. Includes formal and informal administrative grievance processes. Includes:</p> <ul style="list-style-type: none"> <li>● Grievance documents (copy of original grievance submission and supporting documentation/evidence</li> <li>● statements of witnesses</li> <li>● reports of interviews and hearings</li> <li>● examiner's findings and recommendations</li> <li>● copy of the original decision</li> <li>● related correspondence and exhibits.</li> </ul>	<p><b>Temporary.</b> Destroy no sooner than 4 years but no less than 7 years after case is closed.</p>	<p>DAA-GRS-2015-0007-0017</p>

GRS 2.3 Employee Relations Records, page 9

Item	Records Description	Disposition Instruction	Disposition Authority
	<p><b>Note:</b> 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.</p>	<p><b>Exclusion:</b> Item excludes EEO complaints and negotiated grievances by bargaining unit employees.</p> <p><b>Supersedes:</b> GRS 1, item 30a (N1-GRS-92-1, item 30a)</p>	
061	<p><b>Adverse Action Files.</b> Case files and records related to effected adverse actions against employees.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• a copy of the proposed adverse action</li> <li>• supporting documents</li> <li>• statements of witnesses</li> <li>• employee's reply</li> <li>• hearing notices</li> <li>• reports</li> <li>• decisions</li> <li>• appeal records</li> <li>• supporting documentation of letters of reprimand.</li> </ul> <p><b>Exclusion:</b> Excludes letters of reprimand which are filed in the OPF.</p> <p><b>Supersedes:</b> GRS 1, item 30b (N1-GRS-92-1, item 30b) in part</p>	<p><b>Temporary.</b> Destroy no sooner than 4 years but no later than 7 years after case is closed.</p>	DAA-GRS-2015-0007-0018
062	<p><b>Performance-Based Action Files.</b> Case files and records related to effected performance based actions against employees.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• performance appraisal</li> </ul>	<p><b>Temporary.</b> Destroy no sooner than 4 years but no later than 7 years after case is closed.</p>	DAA-GRS-2015-0007-0023

GRS 2.3 Employee Relations Records, page 10

Item	Records Description	Disposition Instruction	Disposition Authority
070	<p><b>Displaced Employee Program Files</b></p> <p><b>Exclusion:</b> These items do not apply to the Department of Defense.</p>	<p><b>Displaced Employee Program Files.</b> Includes:</p> <ul style="list-style-type: none"> <li>• performance improvement plan</li> <li>• supporting documents</li> <li>• copy of the proposed performance-based action</li> <li>• employee's reply</li> <li>• decision notices</li> <li>• hearing notices</li> <li>• appeal records</li> </ul> <p><b>Supersedes:</b> GRS 1, item 30b (N1-GRS-92-1, item 30b) in part</p>	<p><b>Temporary.</b> Destroy 3 years after being superseded; longer disposition is authorized if required for business use.</p> <p>DAA-GRS-2015-0007-0019</p>
071		<p><b>Displaced Employee Program Application Records.</b> Includes:</p> <ul style="list-style-type: none"> <li>• program related correspondence</li> <li>• program implementation records</li> <li>• reporting and tracking files sent to oversight agencies such as OPM, and to senior level management</li> <li>• control files</li> <li>• information collected about displaced employees.</li> </ul> <p><b>Supersedes:</b> GRS 1, item 33s (NC1-GRS-85-2, item 34o)</p>	<p><b>Temporary.</b> Destroy when employee is no longer eligible for displaced employee programs; longer retention is authorized if required for business use.</p> <p>DAA-GRS-2015-0007-0020</p>



GRS 2.3 Employee Relations Records, page 11

Item	Records Description	Disposition Instruction	Disposition Authority	
080	<p><b>Telework/Alternate Worksite Records</b></p>	<p><b>Telework/Alternative Worksite Program Files.</b>            Records generated by the designated Telework Managing Officer (TMO), agency telework coordinators and other related staff. Includes:</p> <ul style="list-style-type: none"> <li>● correspondence</li> <li>● notes</li> <li>● policy implementation documents</li> <li>● form development files</li> <li>● planning records</li> <li>● program evaluation documentation/data</li> <li>● reports provided to senior management and oversight agencies such as OPM.</li> <li>● other related records generated by the agency or by participating employees.</li> </ul> <p><b>Supersedes:</b>            GRS 1, item 42c (N1-GRS-97-1, item 1c, in part)</p>	<p><b>Temporary.</b>            Destroy when 3 years old; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0021</p>
081		<p><b>Forms, Requests, or Applications to Participate In Telework/Alternate Worksite Programs.</b>            Includes:</p> <ul style="list-style-type: none"> <li>● agreements between the agency and the employee</li> <li>● records such as questionnaires relating to the safety of the worksite</li> <li>● forms, checklists and similar records regarding the installation and use of equipment, hardware, and software</li> <li>● the use of secure, classified information or data subject to the Privacy Act, or agencies' Personally Identifiable Information policies.</li> </ul> <p><b>Note:</b> '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</p>	<p><b>Temporary.</b>            Destroy 1 year after end of employee's participation in the program; longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0007-0022</p>

GRS 2.3 Employee Relations Records, page 12

Item	Records Description	Disposition Instruction	Disposition Authority
	<p>such that a new agreement is signed, or employee leaves federal employment.</p> <p><b>Supersedes:</b>            GRS 1, item 42a (N1-GRS-97-1, item 1a)            GRS 1, item 42b (N1-GRS-97-1, item 1b)            GRS 1, item 42c (N1-GRS-97-1, item 1c, in part)</p>		

**General Records Schedule 2.3**

New GRS				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
2.3	010	3 years	DAA-GRS-2015-0007-0001	1	27a	3 years	N1-GRS-03-2, Item a
2.3	011	3 years	DAA-GRS-2015-0007-0002	1	27b	3 years	N1-GRS-03-2, Item b, In part
2.3	012	7 years	DAA-GRS-2015-0007-0003	1	27b	3 years	N1-GRS-03-2, Item b, In part
2.3	020	3 years	DAA-GRS-2015-0007-0004	1	24a	3 years	N1-GRS-04-2, Item a
				1	24d	3 years	N1-GRS-04-2, Item d
2.3	021	3 years	DAA-GRS-2015-0007-0005	1	24b	3 years	N1-GRS-04-2, Item b
				1	24c	3 years	N1-GRS-04-2, Item c
2.3	030	3 years	DAA-GRS-2015-0007-0006	1	25g	3 years	NC1-64-77-10, Item 26g
2.3	031	3 years	DAA-GRS-2015-0007-0007	1	25a	4 years	NC1-GRS-80-9, Item 1, In part
2.3	032	7 years	DAA-GRS-2015-0007-0008	1	25a	4 years	NC1-GRS-80-9, Item 1, In part
2.3	033	2 years	DAA-GRS-2015-0007-0009	1	25c1	2 years	N1-GRS-92-3, Item 25c1
				1	25c2	2 years	N1-GRS-92-3, Item 25c2
2.3	034	7 years	DAA-GRS-2015-0007-0010	1	25d1	7 years	NC1-64-77-10, Item 26d1
2.3	035	5 years	DAA-GRS-2015-0007-0011	1	25d2	3 years	NC1-64-77-10, Item 26d2
				1	25f	5 years	NC1-64-77-10, Item 26f
				1	25h1	5 years	NC1-64-76-4, Item 27a
				1	25h2	5 years	NC1-64-76-4, Item 27b
				1	25h3	5 years	NC1-GRS-83-2, Item 1
				1	25h4	5 years	NC1-GRS-83-4, Item 26h4
2.3	040	3 years	DAA-GRS-2015-0007-0012	New Item			
2.3	041	7 years	DAA-GRS-2015-0007-0013	New Item			
2.3	050	5 years	DAA-GRS-2015-0007-0014	1	28a1	5 years	NC1-64-77-10, Item 29a1
2.3	051	When no longer needed for business use	DAA-GRS-2015-0007-0015	1	28a2	Superseded or obsolete	NC1-64-77-10, Item 29a2
2.3	052	5 years	DAA-GRS-2015-0007-0016	1	28b	5 years	NC1-64-77-10, Item 29b
2.3	060	4 to 7 years	DAA-GRS-2015-0007-0017	1	30a	4 to 7 years	N1-GRS-92-1, Item 30a
2.3	061	4 to 7 years	DAA-GRS-2015-0007-0018	1	30b	4 to 7 years	N1-GRS-92-1, Item 30b
2.3	062	4 to 7 years	DAA-GRS-2015-0007-0023	1	30b	4 to 7 years	N1-GRS-92-1, Item 30b
2.3	070	3 years	DAA-GRS-2015-0007-0019	1	33s	2 years	NC1-GRS-85-2, Item 34c
2.3	071	expiration of eligibility	DAA-GRS-2015-0007-0020	1	33r	Termination of eligibility	NC1-GRS-85-2, Item 34n

**General Records Schedule 2.3**

New GRS				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
2.3	080	3 years	DAA-GRS-2015-0007-0021	1	42c	1 year	N1-GRS-97-1, Item 1c, in part
2.3	081	1 year	DAA-GRS-2015-0007-0022	1	42a	1 year	N1-GRS-97-1, Item 1a
				1	42b	1 year	N1-GRS-97-1, Item 1b
				1	42c	1 year	N1-GRS-97-1, Item 1c, in part