

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2018-0002

Status: APPROVED  
Date Approved: 12/06/2018  
Last Modified: 11/07/2024

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## General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GENERAL RECORDS SCHEDULE 2.3: Employee Relations Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records documenting activities related to managing relationships between the agency, its employees, and its unions and bargaining units. Additional copies of these records, when held by supervisors or managers in program offices, are supervisory files covered under GRS 2.2, item 080.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 15  
Number of Temporary disposition items: 15  
Number of Permanent disposition items: 0  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 3

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Outline of Records Schedule Items for DAA-GRS-2018-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Employee relations programs' administrative records.	Temporary
0002	Reasonable accommodation case files.	Temporary
0003	Dislocated worker program case files.	Temporary
0004	Telework/alternate worksite program case files.	Temporary
0005	Harassment complaint case files.	Temporary
0006	Administrative grievance, disciplinary, performance-based, and adverse action case files.	Temporary
0007	Alternative Dispute Resolution (ADR) case files. : Informal process.	Temporary
0008	Alternative Dispute Resolution (ADR) case files. : Formal process.	Temporary
0009	Merit Systems Protection Board (MSPB) case files.	Temporary
0010	Labor arbitration (negotiated grievance procedure) case records.	Temporary
0011	Federal Labor Relations Authority (FLRA) case files.	Temporary
0012	EEO discrimination complaint case files. : Informal process.	Temporary
0013	EEO discrimination complaint case files. : Formal process.	Temporary
0014	Records documenting contractor compliance with EEO regulations.	Temporary
0015	Labor management relations agreement negotiation records.	Temporary

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Records Schedule Items

DAA-GRS-2018-0002-0001	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Employee relations programs' administrative records.
Item Description	<p>Records documenting routine activities related to programs such as reasonable accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes:</p> <ul style="list-style-type: none"> <li>• program-related correspondence</li> <li>• copies of statutes, regulations, directives, and instructions</li> <li>• timetables and guidelines for processing case files and appealing decisions</li> <li>• planning records</li> <li>• meeting minutes</li> <li>• program evaluations and reports to senior management</li> <li>• statistical records tracking program participation and participants</li> <li>• records tracking programs' compliance with relevant Executive Orders and other requirements</li> <li>• records arranging for outside mediator and facilitator involvement in case settlements</li> </ul> <p>Exclusion 1: Records specific to individual cases (covered by items 020 to 111 in this schedule).</p> <p>Exclusion 2: Reports to external oversight agencies (covered by GRS 5.7, item 050).</p> <p>Exclusion 3: Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices).</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.3, item 010
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-GRS-2015-0007-0001	No
DAA-GRS-2015-0007-0004	No
DAA-GRS-2015-0007-0006	No
DAA-GRS-2015-0007-0012	No
DAA-GRS-2015-0007-0019	No
DAA-GRS-2015-0007-0021	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Superseded By: DAA-GRS-2022-0001-0001 on 05/30/2023.</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2018-0002-0002	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Reasonable accommodation case files.

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Item Description	Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or Human Resource 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: <ul style="list-style-type: none"> <li>• request, approvals and denials</li> <li>• notice of procedures for informal dispute resolution or appeal processes</li> <li>• forms, correspondence, records of oral conversations</li> <li>• policy guidance documents</li> <li>• medical records</li> <li>• supporting notes and documentation</li> </ul>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.3, item 020	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2015-0007-0005	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. Superseded By: DAA-GRS-2022-0001-0002 on 05/30/2023.</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later, but longer retention is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2018-0002-0003	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	

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Item Title	Dislocated worker program case files.	
Item Description	Includes applications, registrations, supporting documentation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.3, item 030	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2015-0007-0020	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy 1 year after employee eligibility for program expires, but longer retention is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2018-0002-0004	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Telework/alternate worksite program case files.
Item Description	Includes: <ul style="list-style-type: none"> <li>• agency/employee agreements</li> <li>• records such as questionnaires relating to the safety of the worksite</li> <li>• records documenting worksite safety and equipment; hardware, and software installation and use; and offsite use of secure, classified information or data subject to the Privacy Act or agencies' Personally Identifiable Information policies</li> </ul>
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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<b>MANUAL CITATION</b>	
Agency Code	GRS 2.3, item 040
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-GRS-2015-0007-0022	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0003-0001 on 03/05/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when superseded or obsolete or 1 year after end of employee's participation in program, whichever is sooner, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2018-0002-0005	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Harassment complaint case files.
Item Description	Records of complaints regarding unwelcome workplace conduct, filed in accordance with agency policies and procedures. Includes: <ul style="list-style-type: none"> <li>• complaint, correspondence, notes, forms, and supporting material</li> <li>• records of investigation, statements of witnesses</li> <li>• determination as to whether harassment occurred</li> <li>• documentation of preventive or corrective measures</li> </ul> <p>Note: If a harassment complaint is settled via the EEO, ADR, or grievance process, its records are scheduled under the item specific to that process.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	



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<b>MANUAL CITATION</b>	
Agency Code	GRS 2.3, item 050
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded    Explanation in Part?
DAA-GRS-2015-0007-0013	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 7 years after close of case, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2018-0002-0006</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Administrative grievance, disciplinary, performance-based, and adverse action case files.
Item Description	<ul style="list-style-type: none"> <li>• Records of grievances filed by covered entities (for instance, employees who are not members of a bargaining unit). Includes:               <ul style="list-style-type: none"> <li>o statement of grievance, supporting documentation, and evidence</li> <li>o statements of witnesses, records of interviews and hearings</li> <li>o examiner’s findings, recommendations, decisions</li> </ul> </li> <li>• Records of disciplinary and performance-based actions against employees. Includes:               <ul style="list-style-type: none"> <li>o performance appraisal, performance improvement plan, and supporting documents</li> <li>o recommended action, employee’s reply</li> <li>o records of hearings and decisions</li> <li>o records of appeals</li> </ul> </li> <li>• Records of adverse actions (suspension, removal, reduction in grade, reduction in pay, or furlough) against employees. Includes:</li> </ul>

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- o proposed adverse action, employee's reply
- o statements of witnesses
- o records of hearings and decisions
- o letters of reprimand
- o records of appeals

Note 1: Letter of reprimand filed in an employee's Official Personnel File is scheduled by GRS 2.2, item 041.

Note 2: Per OPM, each agency must select one fixed retention period, between 4 and 7 years, for all administrative grievance, adverse action, and performance-based action case files. Agencies may not use different retention periods for individual cases.

Is this item media neutral? Yes

Is this item a Big Bucket?

**MANUAL CITATION**

Agency Code GRS 2.3, item 060

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities? Yes

Superseded Items

Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2015-0007-0017	No	
DAA-GRS-2015-0007-0018	No	
DAA-GRS-2015-0007-0023	No	
Is this item a deviation from the GRS?	No	

**DISPOSITION INSTRUCTION**

Final Disposition Temporary

Retention Period Other: Destroy no sooner than 4 years but no later than 7 years (see Note 2) after case is closed or final settlement on appeal, as appropriate.

**ADDITIONAL INFORMATION**

Are any of the records covered by this item national security classified?

GAO Approval Required No

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<b>Group Title</b>	Alternative Dispute Resolution (ADR) case files.	
<b>Group Description</b>	Includes: <ul style="list-style-type: none"> <li>• agreements to use ADR</li> <li>• records of intake and process</li> <li>• records of settlement or discontinuance of case</li> <li>• parties' written evaluations of the process</li> </ul>	
<b>DAA-GRS-2018-0002-0007</b>	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Informal process.	
Item Description	Records not associated with another employee dispute, complaint or grievance process.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.3, item 070	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2015-0007-0002	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after case is closed, but longer disposition is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
<b>DAA-GRS-2018-0002-0008</b>	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Formal process.	
Item Description	Records generated in response to a referral from another dispute, grievance or complaint process, such as EEO complaints or grievances.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.3, item 071
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-GRS-2015-0007-0003	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 7 years after case is closed, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2018-0002-0009	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Merit Systems Protection Board (MSPB) case files.
Item Description	Civil Service Reform Act appeal case files involving actions appealable to MSPB per 5 CFR 1201.3. May include: <ul style="list-style-type: none"> <li>• petitions for appeal, agencies' responses to petitions</li> <li>• hearing notices, transcripts, testimony, briefs, and exhibits</li> <li>• MSPB initial decisions</li> <li>• petitions for review, responses of opposing party to petition</li> <li>• orders granting or denying intervention</li> <li>• MSPB final opinions, orders, and decisions</li> </ul> <p style="margin-left: 20px;">Exclusion: Corresponding case files at MSPB (must be scheduled by MSPB).</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.3, item 080

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<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 3 years after final resolution of case, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2018-0002-0010</b>	<b>STATUS: Active</b>						
<b>ITEM GENERAL INFORMATION</b>							
Item Title	Labor arbitration (negotiated grievance procedure) case records.						
Item Description	Records of workplace disputes processed under negotiated grievance procedures and settled by either agreement or binding arbitration.						
Is this item media neutral?	Yes						
Is this item a Big Bucket?							
<b>MANUAL CITATION</b>							
Agency Code	GRS 2.3, item 090						
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>							
Does this item supersede existing disposition authorities?	Yes						
Superseded Item	Superseded Items						
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left; padding: 2px;">Item Superseded</th> <th style="text-align: left; padding: 2px;">Explanation</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">DAA-GRS-2015-0007-0016</td> <td style="padding: 2px;">No</td> </tr> <tr> <td style="padding: 2px;">Is this item a deviation from the GRS?</td> <td style="padding: 2px;">No</td> </tr> </tbody> </table>	Item Superseded	Explanation	DAA-GRS-2015-0007-0016	No	Is this item a deviation from the GRS?	No
Item Superseded	Explanation						
DAA-GRS-2015-0007-0016	No						
Is this item a deviation from the GRS?	No						
<b>DISPOSITION INSTRUCTION</b>							
Final Disposition	Temporary						
Retention Period	Other: Destroy 3 years after close of case, but longer retention is authorized if required for business use.						
<b>ADDITIONAL INFORMATION</b>							

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2018-0002-0011</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Federal Labor Relations Authority (FLRA) case files.
Item Description	<p>Records of cases filed under provisions of the Federal Labor Relations Act concerning representation, unfair labor practices, negotiability, and review of arbitration awards. May include:</p> <ul style="list-style-type: none"> <li>• records of representation proceedings               <ul style="list-style-type: none"> <li>o petitions, notice of petitions, cross-petitions, motions</li> <li>o records documenting adequate showing of interest</li> <li>o challenges to the status of a labor organization</li> <li>o records of meetings, hearings, and prehearing conferences</li> <li>o statements of witnesses</li> <li>o dismissals of petitions</li> <li>o decisions, orders</li> </ul> </li> <li>• records of unfair labor practices proceedings               <ul style="list-style-type: none"> <li>o charges/allegations of unfair labor practices, amendments, and supporting evidence</li> <li>o records of charges/allegations investigation, including subpoenas</li> <li>o complaints by FLRA Regional Director</li> <li>o motions, responses, stipulations</li> <li>o records of hearings</li> <li>o records of decisions and settlements</li> </ul> </li> <li>• records of negotiability proceedings               <ul style="list-style-type: none"> <li>o petitions for review</li> <li>o records of post-petition conferences</li> <li>o agencies' statements of position, unions' responses, and agencies' counter-responses</li> <li>o records of post-petition conferences</li> <li>o decisions, orders</li> </ul> </li> <li>• records of review of arbitration awards               <ul style="list-style-type: none"> <li>o exceptions to arbitrators' award rendered pursuant to arbitrations</li> <li>o oppositions to exceptions</li> <li>o determination of grounds for review</li> <li>o decisions, orders</li> </ul> </li> </ul>

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	Exclusion: Corresponding case files at FLRA (must be scheduled by FLRA).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.3, item 100
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 3 years after final resolution of case, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	EEO discrimination complaint case files.
Group Description	Includes: <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>
DAA-GRS-2018-0002-0012	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Informal process.
Item Description	Records of cases that do not result in an EEO complaint, and cases resulting in a complaint but resolved prior to the formal process stage.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.3, item 110

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<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
<b>Superseded Item</b>	<b>Item Superseded in Part?      Explanation</b>
DAA-GRS-2015-0007-0007	No
DAA-GRS-2015-0007-0009	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 3 years after resolution of case, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-GRS-2018-0002-0013</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Formal process.
Item Description	Records at originating agency generated in response to formal complaints resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court. Includes records gathered in the preliminary informal process, complaints, exhibits, withdrawal notices, copies of decisions, and records of hearings and meetings.  Exclusion: Corresponding case files at EEOC (must be scheduled by EEOC).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.3, item 111
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	



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Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2015-0007-0008	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy 7 years after resolution of case, but longer retention is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2018-0002-0014	STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records documenting contractor compliance with EEO regulations.	
Item Description	Reviews, background documents, and correspondence relating to contractor employment practices.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.3, item 120	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part? Explanation	
DAA-GRS-2015-0007-0010	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 7 years old, but longer retention is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2018-0002

Status: APPROVED  
Date Approved: 12/06/2018  
Last Modified: 11/07/2024

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2018-0002-0015</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Labor management relations agreement negotiation records.
Item Description	Records relating to negotiations with labor unions. Includes: <ul style="list-style-type: none"> <li>• negotiation agreements</li> <li>• requests to bargain</li> <li>• bargaining session records/notes</li> <li>• correspondence, memoranda, forms</li> <li>• reports</li> <li>• other records relating to the negotiated agreements and general relationship between management, employee unions and other groups</li> </ul>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.3, item 130
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
DAA-GRS-2015-0007-0014	No
DAA-GRS-2015-0007-0015	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 5 years after expiration of agreement or final resolution of case, as appropriate, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2018-0002

Status: APPROVED  
Date Approved: 12/06/2018  
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National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2018-0002

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Date Approved: 12/06/2018  
Last Modified: 11/07/2024

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Signatory Information

Action	User	Date
Approve	David Ferriero	12/06/2018