

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2022-0001

Status: APPROVED  
Date Approved: 11/16/2022  
Last Modified: 11/05/2024

---

## 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	GRS 2.3, Employee Relations Records - Religious Accommodations Revision
Additional Schedule Information	<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?	No- The records covered by this schedule do not implicate Tribal interests

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2022-0001

Status: APPROVED  
Date Approved: 11/16/2022  
Last Modified: 11/05/2024

---

## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2022-0001

Status: APPROVED  
Date Approved: 11/16/2022  
Last Modified: 11/05/2024

---

Outline of Records Schedule Items for DAA-GRS-2022-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Employee relations programs' administrative records.	Temporary
0002	Reasonable or religious accommodation case files.	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2022-0001

Status: APPROVED  
Date Approved: 11/16/2022  
Last Modified: 11/05/2024

Records Schedule Items

<b>DAA-GRS-2022-0001-0001</b>		<b>STATUS: Active</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 or religious accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes.</p> <p>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>Exclusions:</p> <ol style="list-style-type: none"> <li>1. Records specific to individual cases (covered by items 020 to 111 in this schedule).</li> <li>2. Reports to external oversight agencies (covered by GRS 5.7, item 050).</li> <li>3. Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices).</li> </ol>	
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>		
Does this item supersede existing disposition authorities?	Yes	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2022-0001

Status: APPROVED  
Date Approved: 11/16/2022  
Last Modified: 11/05/2024

Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-GRS-2018-0002-0001	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</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-2022-0001-0002	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Reasonable or religious accommodation case files.
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 religious accommodation, 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 *forms, correspondence, records of oral conversations *policy guidance documents *medical records *supporting notes and documentation
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	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2022-0001

Status: APPROVED  
Date Approved: 11/16/2022  
Last Modified: 11/05/2024

Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2018-0002-0002	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after 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	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2022-0001

Status: APPROVED  
Date Approved: 11/16/2022  
Last Modified: 11/05/2024

---

Signatory Information

Action	User	Date
Approve	Debra Wall	11/16/2022