

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2022-0001

Schedule Status Approved

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 GRS 2.3, Employee Relations Records - Religious Accommodations Revision

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. Additional copies of these records, when held by supervisors or managers in program offices, are supervisory files covered under GRS 2.2, item 080.

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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

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

Sequence Number	
1	Employee relations programs' administrative records. Disposition Authority Number: DAA-GRS-2022-0001-0001
2	Reasonable or religious accommodation case files. Disposition Authority Number: DAA-GRS-2022-0001-0002

Records Schedule Items

Sequence Number					
1	<p>Employee relations programs' administrative records.</p> <p>Disposition Authority Number DAA-GRS-2022-0001-0001</p> <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. Includes: *program-related correspondence *copies of statutes, regulations, directives, and instructions *timetables and guidelines for processing case files and appealing decisions *planning records *meeting minutes *program evaluations and reports to senior management *statistical records tracking program participation and participants *records tracking programs' compliance with relevant Executive Orders and other requirements *records arranging for outside mediator and facilitator involvement in case settlements Exclusions: 1. Records specific to individual cases (covered by items 020 to 111 in this schedule). 2. Reports to external oversight agencies (covered by GRS 5.7, item 050). 3. Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 2.3, item 010</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation DAA-GRS-2018-0002-0001</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	Manual Citation	Manual Title	GRS 2.3, item 010	
Manual Citation	Manual Title				
GRS 2.3, item 010					

2

Additional Information

GAO Approval Not Required

Reasonable or religious accommodation case files.

Disposition Authority Number DAA-GRS-2022-0001-0002

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

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 DAA-GRS-2018-0002-0002

Disposition Instruction

Retention Period Destroy 3 years after employee separation from the agency or all appeals are concluded, whichever is later, but 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
01/12/2022	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/14/2022	Submit for Concurrence	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
11/15/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/16/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office