

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on separate page)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-GRS-07-2	
1. FROM (Agency or establishment) National Archives and Records Administration		DATE RECEIVED 2/5/07	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER John Stewart(NRDM)/David Miller(NRBM)	5. TELEPHONE 773-948-9024	DATE	ARCHIVIST OF THE UNITED STATES
6. 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 on the attached <u>3</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/5/2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laurence v. Gruel</i>	TITLE <i>Director, NWML</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<u>Exit Interview Records</u> . Correspondence, reports, and other records relating to exit interviews with employees. Destroy 6 months after transfer or separation of employee.	GRS 1/8	All items withdrawn
2	<u>Counseling Records</u> Records related to providing counseling and referral services, or coordinating services for employees as part of an agency's Human Resources function. These services may include short-term counseling related to personnel rules and procedures; or counseling or coordination of the provisions of agreements with external providers who provide services associated with the an agency Employee Assistant Program (EAP). Examples of the EAP services may include counseling and referral services for issues related to alcohol and/or drug problems; job stress associated with family and relationship issues, such as domestic violence, child abuse, and divorce; or legal and financial services.	GRS 1/26	
	a. <u>Personnel counseling files</u> Records documenting advice provided to employees		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page 2 of
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	<p>a. <u>Personnel counseling files.</u> (continued) regarding participation in the agency's mission and individual employee's performance. Note: Records relating to specific employee performance and conduct counseling should continue to be filed under GRS1/18a - Supervisors' Personnel Files.</p> <p>Cut off annually. Destroy 1 year after cutoff.</p> <p>b. <u>Employee Assistance Program Records.</u></p> <p>1. <u>Employee Assistance Program counseling files.</u> Records of advisory and referral services provided by agency or contracted staff; including records of interviews, analyses, referrals, and related actions for employees requesting EAP services.</p> <p>Destroy 3 years after termination of counseling, or date of last EAP service, whichever is later.</p> <p>2. <u>Employee Assistance Program administrative records</u> Records created as an activity associated with planning, coordinating and directing any of the EAP programs; including alcohol and substance abuse counseling, stress management services, financial and legal services, identify theft prevention and recovery services, and dedicated services for law enforcement personnel.</p> <p>Cut off annually. Destroy 3 years after cutoff.</p> <p>3. <u>Reports and Statistical Data</u> Periodic reports and related statistical data pertaining to employee participation in EAP programs, and reflecting categories of services provided, clients served, and outcomes.</p> <p>Cut off annually. Destroy 5 years after cutoff.</p> <p><u>Pay Comparability Records.</u> Records documenting the use of retention, relocation, and recruitment incentives including written narratives, computerized transaction</p>	GRS 1/41	

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page 3 of
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3	<p><u>Pay Comparability Records</u> (continued)</p> <p>registers, and case files consisting of requests for and approval of such incentives.</p> <p>Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance.</p>		
4	<p><u>Alternative Worksite Arrangement Records.</u></p> <p>Records that relate to programs providing telecommuting or alternative worksite agreements for eligible employees. Records for alternative worksite programs including records developing and/or implementing agency-wide policies, formal agreements with individual employees requesting ongoing alternative arrangements to traditional worksites, or ad hoc arrangements that require a formal agreement.</p> <p>a. <u>Alternative worksite agreements.</u> Alternative worksite agreements for recurring arrangements or ad hoc arrangements, for which an agreement is required. Alternative worksite records include requests by individual employees; an agreement between the agency and the employee; and records relating to the safety of the alternative worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.</p> <p>Destroy 1 year after the end of employee's participation in the program.</p> <p>b. <u>Ad hoc alternative arrangements not requiring a formal agreement.</u> Records may include requests for ad hoc alternative worksite arrangement; supervisor's approval; and records relating to the safety of the alternative worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.</p> <p>Destroy 1 year after completion of the approved alternative arrangement.</p>	GRS 1/42	

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page 4 of
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5	<p>c. <u>Unapproved requests for alternative worksite arrangements.</u> Unapproved requests to participate in either a recurring arrangement or an ad hoc alternative worksite. Destroy 1 year after request is rejected.</p> <p>d. <u>Alternative Worksite Evaluations.</u> Forms and other records generated by the agency or the participating employee evaluating the alternative worksite. Destroy when 1 year after termination of agreement.</p> <p><u>Alternative Worksite Administrative Records.</u> Records for alternative work schedules including records implementing or terminating alternative work schedule programs, as provided in a collective bargaining agreement, or an election of an unorganized employee unit; requests of employees for alternate work schedules; and supervisory actions.</p> <p>a. <u>Alternative work schedule policy and guidance records.</u> Records that implement an alternative work schedule program, or document a determination to discontinue or re-open the alternative work schedule provision included in a collective bargaining agreement. Destroy 1 year after end of collective bargaining agreement, if no action pending. Note: Actual records for collective bargaining agreement are scheduled by GRS 1/28a(1).</p> <p>b. <u>Alternative work schedule requests.</u> Requests to change work schedules in accordance with a collective bargaining agreement, or vote of unorganized employee unit. The records may include an employee's request and supervisor's approval or disapproval for valid work-related reasons. Destroy 1 year after employee(s) no longer participate(s) in the alternative or compressed work schedule, or 1 year after request is disallowed, if no action pending. Note: Actual time and attendance records are scheduled in accordance with GRS 2/7 or 2/8.</p>	<p>new</p> <p>new</p>	