

Request for Records Disposition Authority

Records Schedule Number DAA-0412-2015-0002
Schedule Status Approved

Agency or Establishment Environmental Protection Agency
Record Group / Scheduling Group Records of the Environmental Protection Agency
Records Schedule applies to Agency-wide
Schedule Subject Labor and Employee Relations Information System (LERIS)
Internal agency concurrences will be provided No

Background Information The Labor and Employee Relations Information System (LERIS) is a case management and tracking system. The system contains a variety of information pertaining to union activity (grievances, unfair labor practices (ULPs)), and employee disciplinary/adverse actions (suspensions, removals, etc.). LERIS can produce various data reports and analyze comparable cases from across the Agency. Common searches are for (1) comparable cases, i.e., searching for cases involving similar offenses in order to compare the penalties given; and (2) linking labor relations (LR) and employee relations (ER) cases, i.e., disciplinary actions and subsequent appeals. Specific types of information contained in LERIS include: disciplinary, adverse and performance-based actions; negotiated grievances (i.e., union-affiliated); administrative grievances (for non-bargaining unit employees); unfair labor practices; negotiations and predecisional involvement (PDI) activities; formal meetings/discussions; counseling, including leave restriction; performance assistance plans; union information requests; and unit clarification petitions.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2015-0002

Sequence Number	
1	Electronic data Disposition Authority Number: DAA-0412-2015-0002-0001

Records Schedule Items

Sequence Number		
1	Electronic data	
	Disposition Authority Number	DAA-0412-2015-0002-0001
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Hard copy records are being scanned into the system as PDF documents.
	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?	No
	Manual Citation	Manual Title
	EPA 0756 Item a	
	Disposition Instruction	
	Cutoff Instruction	Close after employee leaves the Agency.
	Retention Period	Destroy 50 year(s) after file closure or when the data is no longer needed for Agency business, whichever is sooner.
	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
12/04/2014	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
02/12/2015	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/17/2015	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
05/11/2015	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
05/19/2015	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/21/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/22/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist