

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-00-10	DATE RECEIVED 12/05/2001
1 <del>Department of State</del> 2 MAJOR SUBDIVISION Department of State Bureau of Human Resources (HR)		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION EMPLOYEE RELATIONS		DATE 12-18-01	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4 NAME OF PERSON WITH WHOM TO CONFER Alice Ritchie	5 TELEPHONE 202 261 8511		

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 \_\_\_\_\_ 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 Agencies,

is not required,  is attached, or  has been requested.

DATE 11/1/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Department of State Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached.		

*cc NWMD, NWME, NWMW + Agency*

**SECTION 7 EMPLOYEE RELATIONS**

**1. Combined Federal Campaign Records.**

Includes list of quotas, pink copy of Keyman's report by office, and other related documents.

- a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2, item 15)

- b. Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 2, item 31a)

**2. U.S. Savings Bond Drive Records.**

Includes correspondence regarding participation, quotas, distribution, organization, and publicity.

- a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy when 2 years old (NC-59-75-8, item 7)

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. [REDACTED]

**3. Discipline Case Files on Foreign Service and Civil Service Employees.**

Case files consisting of personnel sensitive reports of investigations concerning allegations of misconduct, disciplinary actions taken, various correspondence, memoranda, and other documentation pertaining to the case. (New item)

- a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Cut off file when case is closed. Retire to RSC 5 years after cutoff for transfer to WNRC. Destroy 20 years after cutoff.

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. [REDACTED]

**Item 4 Reserved.**

## 5. Alternative Dispute Resolution (ADR) Program Files.

Documents reflect notes on ADR cases, agreements to mediate, settlement agreements, memorandums of understanding and case documentation. (New item)

### a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Cut off file when dispute is resolved. Retire to RSC 5 years after cutoff for transfer to WNRC. Destroy 10 years after cutoff.

### b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

## 6. Grievance, Appeals and Disciplinary Tracking and Reporting (GADTRAKS).

This database provides historical and statistical data on conduct suitability and discipline case files on Foreign Service and Civil Service employees. Includes pertinent data on employee, type of case, received and resolved dates, specialist assigned to the case, action taken, and status. (New item)

DISPOSITION: Temporary. Retain in HR/ER office Delete individual case when active agency use ceases.

## ~~7. Workers Compensation Claim Files.~~

~~Consist of medical information, medical bill payments, reimbursement requests, Department of Labor's Office of Workers' Compensation Programs (OWCP) correspondence, agency and employee responses to OWCP's request for information. **Excludes copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.**~~

### ~~a. Minor Claims Files.~~

#### ~~(1). Recordkeeping copy (paper).~~

~~DISPOSITION. Temporary. Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. (GRS 1, item 31)~~

#### ~~(2). Electronic version of records created by electronic mail and word processing applications~~

~~DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)~~

### ~~c. Major Claims Files.~~

(1). Recordkeeping copy (paper).

DISPOSITION: Temporary. Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff (GRS 1, item 31)

(2). Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

### **8. Workers Compensation Tracking System.**

This database system includes all workers' compensation claims filed by employees. It allows for tracking the progress of claims and providing information in response to requests made by Office of Workers' Compensation Program (OWCP). Included is pertinent data on employee, type of injury, status of claim, etc.

DISPOSITION: Temporary. Retain in HR/ER office. Delete individual record when active agency use ceases.

### **9. Reasonable Accommodations Case Files.**

Documents reflect requests by employees for reasonable accommodations. Includes Personnel Audit Report (PAR) printouts, intake forms (determinations of qualified disabled), accommodation efforts for disability retirement purposes, and related correspondence. (New item)

a. Recordkeeping copy (paper).

Disposition: Temporary. Destroy 3 years after separation of employee.

b. Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

### **10. Reasonable Accommodations Tracking System.**

This database contains pertinent data on employees requesting reasonable accommodations including type of disability, nature of accommodation, etc

DISPOSITION: Temporary. Retain in HR/ER office. Delete individual record when active agency use ceases.

### **Items 11-12 Reserved**

**13. Federal Employees Health Benefits (FEHB) and Federal Employees Group Life Insurance (FEGLI) Subject Files.**

- a. Procedures and guidelines for the FEHB and FEGLI programs.

Includes information on eligibility, FEHB open season, FEGLI open enrollment, Temporary Continuation of Coverage (TCC), grandchildren, leave without pay, dual enrollment, certificate of incapacity, refunds, etc. (New item)

DISPOSITION: Temporary. Destroy when superseded.

- b. Certificate of Incapacity Files.

Includes sensitive correspondence on dependent children who are incapable of self-support and continued FEHB coverage beyond age 22. (New item)

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy upon separation of employee.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

- c. Requests for Refund Files.

Includes correspondence regarding erroneous deductions of premiums for health and life insurance

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy when 1 year old.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

~~**14. State Magazine Tracking System.**~~

~~This database contains the names and addresses of employees who wish to receive the State Magazine~~

~~DISPOSITION: Temporary. Delete individual record when no longer needed. (GRS 13, item 4a)~~

**15. Disability Retirement Case Files.**

Case files consisting of certification of reasonable access efforts, correspondence, and copies of standard forms used for disability retirement, such as SF-3102F. (New item)

- a. Recordkeeping copy (paper)

DISPOSITION: Temporary Destroy when 5 years old

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary Delete within 180 days after recordkeeping copy has been produced.

