

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <u>71-318-04-6</u>	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED <u>10-3-2003</u>	
2. MAJOR SUBDIVISION Office of IT Budget and Strategic Planning		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION IT Regulatory Compliance Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Evangela C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE 8.5.04	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

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 2 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 <u>10/2/03</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>Cary C. Conn</u>	TITLE Records Officer/Manager, IT Regulatory Compliance Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Bureau of Engraving and Printing Records Control Schedule ADMINISTRATIVE PROGRAMS AND SERVICES See attached sheets	NC1-318-78-1 GRS 181, 2 <sup>+</sup> 23	<b>WITHDRAWN</b> <u>8/5/04</u>

*Agency*

## PERSONNEL MANAGEMENT AND LABOR RELATIONS

### Labor Management Relations

#### 1. Labor Relations Files

##### a. Bargaining Agreements

Official Bureau records of negotiations and agreements with labor unions and various bargaining units. Includes contracts and union certification files.

TEMPORARY. Destroy 5 years after expiration of agreement.

##### b. General Labor Management Relations Files

Correspondence, memoranda, reports, and other records relating to the routine relationship between Bureau management and labor unions or other groups. Includes impact and implementation bargaining relating to specific issues, official time use reports, yearly circular on union representation, etc.

TEMPORARY. Destroy after 5 years.

#### 2. Third Party Appeals (Merit Systems Protection Board, Arbitration)

##### a. Merit Systems Protection Board Appeals Files

Case files and records relating to the action appealed. The file includes Acknowledgement Order, a copy of relevant documents, Order and Notice of hearing and Pre-Hearing Conference, Bureau's Pre-hearing Submission, Order and Summary of Pre-hearing Conference, Exhibits and Initial Decision.

TEMPORARY. Destroy no sooner than 4 years, but no later than 7 years after the case is closed.

##### b. Arbitration Files

Case files and record relating to the matter being arbitrated. The file includes copy of grievance, notice to invoke arbitration, relevant

documents, exhibits, Opinion and Award and Exceptions to Opinion and Award.

TEMPORARY. Destroy case files 5 years after resolution of the case.

3. Unfair Labor Practice Charge Files

Case file and records relating to the unfair labor practice charge filed. The file includes a copy of the unfair labor practice charge, notice of designation of representatives, relevant documents, reply and decision from Federal Labor Relations Authority.

TEMPORARY. Destroy case files 5 years after resolution of the case.

4. Impact and Implementation Bargaining Files

Case file and records relating to proposed changes. The file includes a copy of the notice to unions, relevant documents, request to bargain, and proposals.

TEMPORARY. Destroy case files 5 years after resolution of the case.

5. Leave Transfer Program Files

Case file and records relating to participation in the Leave Transfer Program. The file includes employee request and approval to participate in the program, medical documentation, and application for leave.

TEMPORARY. Destroy case files when 1 year old.

6. Employee Action Tracking System

Electronic database system maintained as an index and status tracking for employee disciplinary action cases. Hardcopy reports are run for status reporting and to respond to requests for information.

TEMPORARY. Update as needed for current business. Deleted electronic records when no longer needed for administrative, legal, fiscal, audit or other purpose.

~~21. Electronic Mail and Word Processing System Copies~~

~~7.~~

~~Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.~~

~~Destroy/delete within 180 days after the recordkeeping copy has been produced.~~

~~b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~Destroy/delete when dissemination, revision, or updating is completed.~~