

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
National Archives and Records Administration

2. MAJOR SUBDIVISION
Office of Records Administration

3. MINOR SUBDIVISION
Records Appraisal and Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER
Jean Keeting

5. TELEPHONE
202-501-6036

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-GRS-92-1

DATE RECEIVED
10-15-91

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *for* ARCHIVIST OF THE UNITED STATES
10/22/91 *James W. Moore*

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 1 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 10/15/91	SIGNATURE OF AGENCY REPRESENTATIVE <i>James J. Hasty</i>	TITLE Director Records Appraisal + Disposition Division NARA
------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Revision of General Records Schedule (GRS) 1; Civilian Personnel Records, Item 30, Administrative Grievance, Disciplinary, and Adverse Action Files See attached page		

Copies sent to Agency, GRS NCF 10/23/91

30. Administrative Grievance, Disciplinary
and Adverse Action Files.

a. Administrative Grievance Files (5
CFR 771).

Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.

Destroy no sooner than 4 years but no later than 7 years after case is closed. [See note.]

b. Adverse Action Files (5 CFR 752)
and Performance-Based Actions (5
CFR 432).

Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.

Destroy no sooner than 4 years but no later than 7 years after case is closed. [See note.]

[NOTE: The Office of Personnel Management has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained. To implement this authority, each agency must select one fixed retention period, between 4 and 7 years, for the entire series of its closed cases. Agencies are not authorized to use different retention periods for individual cases. The agency should publish the chosen retention period in [the Privacy Act notice for these records,] the agency's records disposition manual, and any other issuance dealing with the disposition of these records.]

** This section will be deleted in the published GRS. See memo to the record dated 12/17/91.*

National Archives



Washington, DC 20408

Date December 17, 1991
Reply to
Attn of NIR
Subject Correction to N1-GRS-92-1
To Memorandum for the record

Janice Broom of the Office of Personnel Management (OPM) requested that we modify N1-GRS-92-1 to delete the reference to Privacy Act notices in the note following item 30b of General Records Schedule 1. Agencies do not publish Privacy Act notices for this series of records; the OPM notice covers the series Government-wide. I agreed to make the deletion in the published version of the GRS.

Jean E. Keeting

JEAN E. KEETING
Deputy Director
Records Appraisal
and Disposition Division