

GOVERNMENT OF THE DISTRICT OF COLUMBIA
RECORDS RETENTION SCHEDULE

SCHEDULE NO. 37	AMENDMENT NO.
---------------------------	---------------

INSTRUCTIONS:

1. Send original and TWO copies to the D.C. Records Management Officer, Bureau of Materiel Management, Department of General Services, after approval by head of department or agency having custody of records.
2. The Records Management Officer, will secure all other necessary clearances.
3. Original of approved schedule will be retained in the Bureau of Materiel Management.

4. The Records Management Officer, will furnish the Office of the Inspector General and the Washington National Records Center with a copy of each approved Records Schedule.
5. Consultation with the Records Management Officer, is recommended prior to initial submission of a Records Schedule.
6. List any special conditions and limitations prior to listing of records.
7. Use D.C. Form 2610-1A for continuation sheets

AUTHORITY:

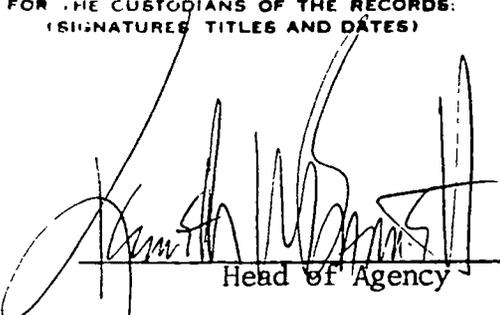
This schedule constitutes authority to destroy certain records at the end of retention periods specified herein. Records may be retained longer when in the opinion of the Custodian, with the concurrence of the Records Management Officer, there is sound reason for doing so. In no event, however, may disposal be made of records known

to pertain to unsettled accounts, claims, or demands involving the Government of the District of Columbia. Records known to pertain to outstanding exceptions, unsettled accounts, incomplete investigations, pending litigation, or any other matter involving a specific request made by the Comptroller General shall not be destroyed until satisfactory clearances thereof have been obtained.

BRIEF TITLE OF RECORDS COVERED BY THIS SCHEDULE.

- Labor Management Relations Records
- District of Columbia Government Administration Records
- Public Employee Relations Board Administrative Management Records
- Financial Management Administrative (System) Records
- Procurement and Supply Records
- Forms

CONCURRENCES AND APPROVAL

FOR THE CUSTODIANS OF THE RECORDS: (SIGNATURES, TITLES AND DATES)  _____ Head of Agency Date: <u>October 1, 1980</u>	FOR THE OFC. of the Inspector Gen. _____ SIGNATURE OF THE DIRECTOR	DATE
	FOR THE CORPORATION COUNSEL _____ SIGNATURE OF THE ASST. CORPORATION COUNSEL	DATE
	For Director of General Services _____ Assistant Director for Materiel Mgt.	DATE

SCHEDULE NO. <u>37</u>	AMENDMENT NO.
---------------------------	---------------

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
<p>I.</p>	<p>LABOR MANAGEMENT RELATIONS RECORDS Consists of correspondence, memoranda, reports and other records relating to the relationship between management and employee unions.</p> <p>A. <u>Labor Management Relations Case Files</u> (VITAL RECORDS - RIGHTS AND INTEREST) Records in this category bears a total retention of five (5) years. Cut off--each fiscal year. Retain in-house one (1) year and transfer to FRC for remaining retention period.</p> <p>B. <u>Labor Management Relations Rules, Decisions and Opinions</u> (VITAL RECORDS - RIGHTS AND INTEREST) Retain a minimum of five (5) copies, in-house.</p> <p>C. <u>Labor Management Relations (General)</u> Destroy when superseded or obsolete.</p>	<p>FRC RETENTION YEARS ONLY IN THIS SPACE</p> <p>4 YRS.</p>
<p>II.</p>	<p>DISTRICT OF COLUMBIA GOVERNMENT ADMINISTRATION RECORDS Consists of records relating to the relationship between the District Personnel Manual, Labor Relations, Legislation and the Records Management thereof.</p> <p>A. <u>Comprehensive Merit Personnel Act Records</u> Retain, in-house, until final District Personnel Manual publication, then destroy when no longer needed.</p> <p>B. <u>Legislation Records</u> Retain, in-house, until final resolution of legislation, then destroy when no longer needed.</p> <p>C. <u>Records Management</u> Destroy when records are three (3) years old or upon revision.</p> <p>D. <u>Other Related Records</u> Destroy when records are discontinued, superseded or cancelled.</p>	

(DO NOT FILL IN)

PAGE

SCHEDULE NO. 37	AMENDMENT NO.
---------------------------	---------------

3

OF 4

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
III.	<p>PUBLIC EMPLOYEE RELATIONS BOARD ADMINISTRATIVE MANAGEMENT RECORDS Consists of records relating to daily Board and Staff office management.</p> <p>A. <u>Board Management</u> Destroy when no longer needed for reference.</p> <p>B. <u>Reading Files</u> Retain, in-house two (2) years, then destroy.</p> <p>C. <u>Public Relations</u> Destroy when no longer needed for reference.</p> <p>D. <u>Correspondence</u> Retain, in-house two (2) years, then destroy.</p> <p>E. <u>Conference and Meeting Files</u> Destroy when no longer needed for reference.</p> <p>F. <u>Mail Logs</u> Retain, in-house two (2) years, then destroy.</p>	<p>FRC RETENTION YEARS ONLY IN THIS SPACE</p>
IV.	<p>FINANCIAL MANAGEMENT ADMINISTRATION RECORDS Consists of records relating to the financial management of agency.</p> <p>A. <u>Financial Management System</u> Retain, in-house, after two (2) years, then destroy.</p> <p>B. <u>Personnel (Civilian) and Related Records - Unofficial</u> Destroy, in-house, when no longer needed.</p> <p>C. <u>Payroll and Pay Administration Records</u> Records in this category bears a total retention of five (5) years. Cut off-- each fiscal year. Retain, in-house, two (2) years and transfer to FRC for remaining retention period.</p> <p>D. <u>Budget Records</u> Records in this category bears a total retention of five (5) years. Cut off--each fiscal year. Retain, in-house, two (2) years and transfer to FRC for remaining retention period.</p>	<p>3 YRS.</p> <p>3 YRS.</p>

(DO NOT FILL IN)

PAGE

SCHEDULE NO. 37	AMENDMENT NO.
---------------------------	---------------

4
OF 4

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
<p>V.</p> <p>VI.</p>	<p><u>E. Account Records</u> Records in this category bears a total retention of five (5) years. Cut off ← each fiscal year. Retain, in-house, two (2) years and transfer to FRC for remaining retention period.</p> <p>PROCUREMENT RECORDS Consist of records relating to agency purchases of office supplies and equipment, etc.</p> <p><u>A. Procurement Supply</u> Retain, in-house, three (3) fiscal years after period covered by related account, then destroy.</p> <p><u>B. Procurement Contracts</u> Retain, in-house, three (3) fiscal years after period covered by related account, then destroy.</p> <p><u>C. Property Inventory</u> Retain, in-house and in combination safe, two (2) years, then destroy after discontinuance of item.</p> <p><u>D. General Services Administration (GSA)</u> Retain, in-house, three (3) fiscal years after period covered by related account, then destroy.</p> <p><u>E. Publications; Books, Magazines and Periodicals</u> Destroy when superseded or obsolete.</p> <p><u>F. Other Related Records</u> Destroy when no longer needed.</p> <p>FORMS</p> <p><u>A. Financial Management System</u> Retain, in-house, a minimum of five (5) copies. Destroy when discontinued or superseded.</p> <p><u>B. Intergovernmental ; Department and Agency</u> Retain, in-house, a minimum of five (5) copies. Destroy when discontinued or superseded.</p>	<p>FRC RETENTION YEARS ONLY IN THIS SPACE</p>