

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 194

**REVISION DATE:** 8/25/2009

**TITLE:** Labor Management Relations Records

**PRINCIPAL OFFICE:** Office of Management

**NARA DISPOSITION AUTHORITY:** GRS – See disposition instructions

### **DESCRIPTION:**

General and case files for labor management relations, including correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups.

Also includes labor arbitration general and case files, including correspondence, forms, and background papers relating to labor arbitration cases.

### **DISPOSITION INSTRUCTIONS:**

a. Labor Management Relations General and Case Files [GRS 1 Item 28.a]

Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.

1. Office negotiating agreement [GRS 1 Item 28.a.1]

**TEMPORARY**

Cut off after expiration of agreement. Destroy/delete 5 years after cutoff.

2. Other offices [GRS1, Item 28.a.2]

**TEMPORARY**

Destroy/delete when superseded or obsolete.

b. Labor Arbitration General and Case Files [GRS 1 Item 28.b]

Correspondence, forms, and background papers relating to labor arbitration cases.

**TEMPORARY**

Cut off after final resolution of case. Destroy/delete 5 years after cutoff.

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### c. Union Issues Tracking Master Data Files

This application contains data that enables the Labor Relations Team in the Office of Management to identify and retrieve key information concerning grievances, grievance arbitrations, unfair labor practice cases, reorganizations, moves, negotiations and other types of labor relations cases worked on by the team. System data includes negotiation information, employee name, grievance type, and case determinations.

#### **TEMPORARY**

Destroy/delete 5 years after resolution of case or when records are superseded or obsolete, whichever is applicable.

#### **IMPLEMENTATION GUIDANCE:**

Records containing personal information should be shredded to protect confidentiality.

Follow the disposition instructions in ED 086 for system software; input/source records; output and reports; and system documentation.

#### **ARRANGEMENT/ANNUAL ACCUMULATION:**

#### **PREVIOUS NARA DISPOSITION AUTHORITY:**

#### **SPECIFIC LEGAL REQUIREMENTS:**

#### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental