



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

July 9, 1993

PERSONNEL MANAGEMENT LETTER NO. 93-7-A (432) (752) (771)

SUBJECT: Revised Recordkeeping Schedule for Administrative
Grievances, Adverse Actions and Performance-Based
Actions

(Supersedes PML 93-7, dated April 22, 1993)

The Office of Personnel Management (OPM) has indicated a change is being made in the recordkeeping period for administrative grievance and adverse action files, as well as performance-based action records. Agencies may now select their own retention schedule for these records within a range of 4 to 7 years.

Personnel Management Bulletin No. 92-156 requested bureau opinions on what the Department's retention period should be. There was no consensus and responses ranged from 4 to 7 years for retention. Based on an average of bureau time frames suggested, the Department's retention schedule is being established at 5 years. This retention period will be applicable to all records in the three subject areas cited above.

The Department's Office of Information Resources Management advises the cases may be retained beyond 5 years where litigation or some other action is pending at the time the record is authorized for disposition. In those cases when there is no action pending, but when it is clear an action will occur within a short time (e. g. 6 months), bureaus should contact their Records Manager for additional guidance.

This guidance will be incorporated into the Departmental Manual when the appropriate DM chapters are revised.

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