

1. Transmitted is a change to the Veterans Health Administration Records Control Schedule 10-1.
2. The purpose of this change is to provide new retention and disposition requirements for the Administrative Grievance, Disciplinary and Adverse Action File. The National Archives and Records Administration has approved the retention and disposition requirements for those records.

**3. Filing Instructions**

**Insert pages**

II-19 and II-20

**Remove pages**

II-19 and II-20

4. **RESCISSION:** None.

S/ Melinda L. Murphy for  
Thomas L. Garthwaite, M.D.  
Deputy Under Secretary for Health

Distribution: **RPC: 1051**  
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**SECTION II-PERSONNEL (05)**  
**(All Records Series are temporary except where indicated)**

Item No.	Title and Description	Disposition	Authority
	Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups:		
	(1) Office negotiating agreement.	Destroy 5 years after expiration of agreement.	
	(2) Other offices.	Destroy when superseded or obsolete.	
	b. Labor Arbitration, General and Case Files.		
	Correspondence, forms and background papers relating to labor arbitration cases.	Destroy 5 years after final resolution of case.	
05-27	Training Records		
	a. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.	Destroy when 5 years old or 5 years after completion of a specific training program.	General Records Schedule 1, Item 29, 10-89
	b. Background and workpapers.	Destroy when 3 years old.	
	c. Employee training.		
	Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government or nongovernment institutions.	Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	
	d. Course Announcement Files.		

**SECTION II-PERSONNEL (05)**  
**(All Records Series are temporary except where indicated)**

Item No.	Title and Description	Disposition	Authority
	Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or nongovernmental organizations.	Destroy when superseded or obsolete.	Nonrecord
05-28	Administrative Grievance, Disciplinary and Adverse Action File		
	a. Administrative Grievance File (5 CFR 771).		General Records Schedule 1, Item 30a, 4-92
	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 6 years after case is closed.	
	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 6 years after case is closed.	Item 30b