



United States Department of the Interior

OFFICE OF THE SECRETARY
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PERSONNEL MANAGEMENT LETTER NO. 93-7 (432)(752)(771)

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

Recently we issued Personnel Management Bulletin No. 92-156, dated November 23, 1992, on the above subject. This Bulletin transmitted a memorandum from the Office of Personnel Management (OPM) which indicated a change was 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 four to seven years.

Personnel Management Bulletin 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 five years. This retention period will be applicable to all records in the three subject areas cited above.

On an ad hoc basis extraordinary cases may be retained beyond five years if there is a reasonable prospect that they may be the subject of further action or litigation.

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

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