

#### 4.4 LABOR RELATIONS

*The activity relating to the relationships between agencies and labor unions and the administration of negotiations and contracts.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09014 Rev. 1	<p><b><i>Labor Union Administrative Files – Agency Relations</i></b> Records relating to the agency and labor union relations. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• General meeting files and minutes;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by <i>Complaints and Grievances – Upheld (DAN GS 03003)</i> and <i>Complaints and Grievances – Exonerated (DAN GS 03006)</i>.</p>	<p><b>Retain</b> for 2 years after date of document <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 09015 Rev. 1	<p><b><i>Labor Union Contracts and Negotiations</i></b> Records relating to contracts and negotiations held by the agency labor relations office to administrate contracts and proceedings. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Contracts and amendments;</li> <li>• Employer and union proposals and counter-proposals;</li> <li>• Notices and negotiations related to changes to mandatory subjects;</li> <li>• Memoranda of understanding and letters of agreement.</li> </ul> <p>Excludes records of the Office of Financial Management – Labor Relations section.</p>	<p><b>Retain</b> for 6 years after contract superseded or terminated <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR