

## OPM INTERNAL-2

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***System Name:***

Negotiated Grievance Procedure Records.

***System Location(s):***

Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-0001.

***Categories of Individuals Covered by the System:***

Current and former Office employees who have filed grievances under a negotiated grievance procedure.

***Categories of Records in the System:***

This system contains a variety of records relating to an employee's grievance filed under procedures established by labor-management negotiations. The records may include information such as: Employee's name, Social Security number, grade, job title, employment history, arbitrator's decision or report, record of appeal to the Federal Labor Relations Authority, and a variety of employment and personnel records associated with the grievance.

***Authority for Maintenance of the System:***

5 U.S.C. 7121.

***Purpose(s):***

These records are used to process an employee's grievance filed under a negotiated grievance procedure.

***Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:***

Routine uses 1 through 11 of the Prefatory Statement at the beginning of OPM's system notices apply to the records maintained within this system. The routine uses listed below are specific to this system of records only.

- a. By the Department of Labor in carrying out its functions regarding labor-management relations in the Federal service.
- b. To disclose information to officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.
- c. To disclose information to any source from which additional information is requested in the course of resolving a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested.

***Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:***

Storage:

These records are maintained in file folders.

***Retrievability:***

These records are retrieved by the names of the individuals on whom they are maintained.

***Safeguards:***

These records are located in lockable metal filing cabinets to which only authorized personnel have access.

***Retention and Disposal:***

These records are disposed of three years after the close of the fiscal year in which a final decision was issued. Disposal is by shredding or burning.

***System Manager(s) and Address(es):***

Director, Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415.

***Notification Procedure:***

Individuals who file a grievance under a negotiated procedure are aware of that fact and have been provided access to the record. They may, however, contact the indicated system manager regarding the existence of such records about them. Individuals must furnish the following information for their records to be located and identified:

- a. Full name.
- b. Date of birth.
- c. Approximate date of closing of the grievance.
- d. Organizational component involved.

***Record Access Procedures:***

Individuals who file a grievance under a negotiated grievance procedure are aware of that fact and have been provided access to the record. However, after the grievance has been closed, an individual may request access to the official copy of the grievance record by writing the indicated system manager. Individuals must furnish the following information for their records to be located and identified:

- a. Full name.
- b. Date of birth.
- c. Approximate date of closing of the grievance.
- d. Organizational component involved.

Individuals requesting access must also follow OPM's Privacy Act regulations regarding verification of identity and access to records (5 CFR part 297).

***Contesting Record Procedures:***

Review of requests from individuals seeking amendment of their records which have previously been or could have been the subject of an administrative, judicial, or quasi-judicial action will be

limited in scope. Review of amendment requests of these records will be restricted to determining if the record accurately documents the action of the agency or administrative body ruling on the case and will not include a review of the merits of the action, determination, or finding. Individuals wishing to request amendment of their records to correct factual errors should contact the appropriate system manager or OPM regional office indicated in the Notification Procedure section. Individuals must furnish the following information for their records to be located and identified:

- a. Full name.
- b. Date of birth.
- c. Approximate date of closing of the grievance.
- d. Organizational component involved.

Individuals wishing to request amendment of their records to correct factual errors should contact the indicated system manager. Individuals must furnish the following information for their records to be located and identified:

***Record Source Categories:***

Information in this system of records is obtained from:

- a. The individual on whom the record is maintained.
- b. Testimony of witnesses.
- c. Union officials.
- d. Office of Personnel Management officials.
- e. Department of Labor, Federal Labor Relations Authority, or arbitration officials involved in the grievance.