

October, 24 2008

TO: ALL USPS POSTMASTERS, FIELD SUPERVISORS, FRONT-LINE MANAGERS AND ACTING SUPERVISORS

SUBJECT: Document Retention Requirements

In February 2008, Carol Reich, Manager of Payroll, initiated an assessment to target root causes of controllable adjustments. Based on the assessment findings we would like to bring the following to your attention:

Document Retention Procedures for Adjustments – All supervisors are required to follow document retention procedures found in the *Guide to Privacy and the Freedom of Information Act (FOIA) Handbook AS-353*. Major requirements include:

- Keeping all employee adjustments documentation locked in filing cabinets
- Retaining authorizing documents for 3 years*
 - TACS AdjustPay Certification
 - PS Form 2240 Pay, Leave, or Other Hours Adjustment Request
- Retaining supporting documentation for 3 years related to leave applications files, unauthorized overtime and time and attendance records*
 - Clock Ring Data and Reports
 - Time and Attendance Employee Everything Report
 - Time Cards and Electronic Time Cards (e.g. PS Form 1260 or 1230 – C or X)
 - PS Form 1017-A Time Disallowance Record
 - PS Form 1017-B Unauthorized Overtime Record
 - PS Form 1224 Court Duty Leave – Statement of Service
 - PS Form 1234 Utility Card
 - PS Form 1236-A Weekly Loan
 - PS Form 1723 Assignment Order
 - PS Form 3971 Request for or Notification of Absence
 - PS Form 3189 Request for Temporary Schedule Change for Personal Convenience
 - Any additional leave request support (e.g., PS Form 3970-D Leave Sharing Program Request to Donate Leave, PS Form 1221 Advanced Sick Leave Authorization)

****Although the AS-353 stipulates a 3 year retention period, the Postal Service's involvement in ongoing litigation has extended the required retention period indefinitely. Notification will be provided once this indefinite retention requirement has been withdrawn.***

Please be aware that following these filing procedures is extremely important. The Postal Service uses this documentation to submit evidence for arbitration and judicial hearings, and for monitoring and preventing fraudulent activities.

To view a full listing of "Routine Uses of Records Maintained," go to the Blue Intranet website and search for keyword FOIA. If you have any questions regarding this memo, please contact your District TACS Manager.