



UNITED STATES POSTAL SERVICE
475 L'Enfant Pkwy. SW
Washington, DC 20260

ARTICLE 19
SECTION
SUBJECT ASM
RECORD RETENT

Mr. Kenneth D. Wilson
Assistant Director
Clerk Division
American Postal Workers
Union, AFL-CIO
817 14th Street, N.W.
Washington, D.C. 20005-3399

AUG 2 4 1983

16,19

Re: P. Boylan
Orlando, FL 32802
HIC-3W-C 21483

Dear Mr. Wilson:

On July 26, 1983, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

This grievance concerns whether a record of discussion documented on Form 1769 must be destroyed pursuant to instructions in the Administrative Support Manual, Appendix B, USPS 120.190. The 1769's are over 3 years old.

It is the position of the Postal Service that the retention requirements of Appendix B, USPS 120.190, are not applicable to employee accident records such as the Form 1769, Accident Report. This form is maintained in accordance with the requirements of Appendix B, USPS 120.035. The record is maintained locally for two years. Copies are maintained at National Headquarters for five years following the end of the calendar year to which they relate as required by OSHA.

It appears that an application of the above would resolve this grievant's concerns.

Please sign and return the enclosed copy of this decision as acknowledgment of agreement that the above will resolve this grievance.

Sincerely,

Robert L. Eugene
Labor Relations Department

Kenneth D. Wilson
Assistant Director
Clerk Division
American Postal Workers
Union, AFL-CIO