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OFFICE OF THE  
ASSISTANT POSTMASTER GENERAL  
LABOR RELATIONS DEPARTMENT

Mr. Jim Lingberg  
National Representative-at-Large  
Maintenance Craft Division  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

19-  
MSM

RECORD  
RETENTION

Re: H7C-5F-C 6017  
T. Ellis  
Phoenix, AZ 85026

Dear Mr. Lingberg:

Recently, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance concerns the proper length of time for supervisors to retain personal notes concerning employees.

After reviewing this matter, we mutually agreed that no national interpretive issue is fairly presented in this case. We further agreed that supervisors' personal notes as defined in 314.52c of the Employee and Labor Relations Manual are to be destroyed when the supervisor/employee relationship ceases.

Accordingly, we agreed to remand this case to the parties at Step 3 for further processing, including arbitration if necessary.

Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to remand this case.

Time limits were extended by mutual consent.

Sincerely,

  
David A. Stanton  
Grievance and Arbitration  
Division

  
Jim Lingberg  
National Representative-at-Large  
Maintenance Craft Division  
American Postal Workers  
Union, AFL-CIO

Date: 2/15/91



