



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

June 12, 1981

ARTICLE	16
SECTION	
SUBJECT	
DISCIPLINE	
CENT. FILES	

Mr. Gerald Anderson
Executive Aide, Clerk Craft
American Postal Workers Union, AFL-CIO
817 - 14th Street, NW
Washington, DC 20005

AG-2W 1612

Re: APWU - Local
Oakland, CA 94615
H8C-5C-C-15404

Dear Mr. Anderson:

On May 6, 1981, we met with your representative to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

The question in this grievance is whether or not management violates Article XVI of the National Agreement when records of discussions, counselings and rescinded disciplinary actions are kept in files where persons other than the supervisor involved in the action have access.

To the extent that this grievance concerns discussions (or "counselings") of the type referred to in Article XVI, local management is informed that such notations made by a supervisor are strictly personal and are not to be considered official Postal Service documents. As such, they are not to be made a part of a central record system to which other individuals have access, nor should a written notation be passed from one supervisor to another.

If such central records of discussions exist (as the file indicates in some work areas) they shall be expunged. A reasonably systematic approach is recommended.

On the other hand, disciplinary actions are official documents and there is no National policy to destroy them if