



UNITED STATES POSTAL SERVICE  
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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

ARTICLE	16
SECTION	
SUBJECT	
	DISCUSSION
	RECORDS

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 R. Stanton  
 Grievance and Arbitration  
 Division

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

Date: 2/15/91

