

## **REQUEST TO REVIEW SUPERVISOR'S PERSONNEL RECORDS**

The undersigned carrier wishes to review all documents and information that is kept in all supervisory personnel files within the unit. This request is made pursuant to the Freedom of Information Act and the Privacy Act of 1974. This is being done to guarantee that records are being properly maintained and accurately reflect the carrier's employment and office records.

DATE OF REQUEST: \_\_\_\_/\_\_\_\_/\_\_\_\_

CARRIER NAME: \_\_\_\_\_(print) \_\_\_\_\_(signature)

SUPERVISOR RECEIVING REQUEST: \_\_\_\_\_

### **SUPERVISOR'S RESPONSE**

- ☐ Carrier was allowed to review file upon request.
- ☐ Time will be provided on \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ There are no supervisory personnel records for this carrier to review.
- ☐ The carrier's request is denied. Reason: \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_ Supervisor's initials, or

\_\_\_\_\_ Carrier's initials      Date: \_\_\_\_\_

### **CONTRACTUAL PROVISIONS FOR SUPERVISORS PERSONNEL RECORD RETENTION**

The following is provided to help establish which records are to be maintained and the period of retention.

Appendix B of the ASM, USPS 120.190 (Supervisors, Personnel Records), clearly states that the retention period for the three categories of records are:

- A. *Counseling records - destroy when 1 year old if no action taken.*
- B. *Letters of Warning - destroy in 2 years if no subsequent action.*
- C. *All other records - dispose of immediately upon termination of supervisor/employee relationship.*

#### **ELM 314.54**

This indicates the appropriate contents of, and Privacy Act requirements for, Supervisor's Personnel Record. Section 314.544 states that Level 2 records are generally retained as long as the employee-supervisor working relationship remains in effect. When an employee is transferred or promoted and has a new primary supervisor or an entirely new set of supervisors, level 2 records, except disciplinary records, are to be destroyed on the effective date of the personnel action. All disciplinary records are transferred to the new supervisor, provided their retention period has not expired.

#### **ELM 313.31**

*Provides the penalty for violation of the Privacy Act. It states: "The Privacy Act provides criminal penalties, including fines up to \$5,000, for any officer or employee of a federal agency, including the Postal Service, who: ...b. Willfully maintains a system of records containing information about individuals without giving appropriate notice in the Federal Register."*