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

APWU  
CLERK DIVISION

September 21, 1988

|         |           |
|---------|-----------|
| ARTICLE | 19        |
| SECTION | P-11      |
| SUBJECT | REGISTERS |

Mr. James Connors  
Assistant Director  
Clerk Craft Division  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, D.C. 20005-4107

Re: Class Action  
Amarillo, TX 79120  
H7C-3T-C 3656

Dear Mr. Connors:

On September 20, 1988, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance involves an information request pertaining to "new hire" registers.

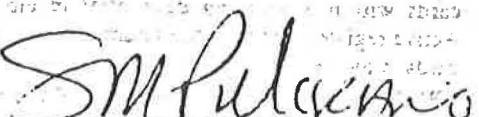
After reviewing this matter, we mutually agreed that no national interpretive issue is fairly presented in this case. We further agreed that this was a local issue suitable for regional determination based upon application of the P-11, part 251.1, to the specific fact circumstances.

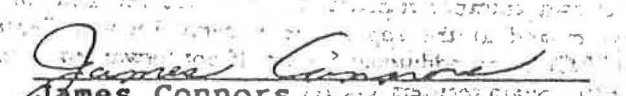
Accordingly, we agreed to remand this case to the parties at Step 3 for further processing, including arbitration if necessary.

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,

  
Samuel M. Pulcrano  
Grievance & Arbitration  
Division

  
James Connors  
Assistant Director  
Clerk Craft Division  
American Postal Workers  
Union, AFL-CIO

## 250 Registers

### 251 Introduction

#### 251.1 Responsibility

The appointing officer (or MSC, under the Area Eligibility Register concept) is responsible for the maintenance of registers for positions to be filled in the installation (or group of area installations). This section is concerned primarily with positions which are filled through entrance examinations. There is a separate register for each examination.

#### 251.2 Confidentiality

.21 Registers, hiring worksheets, applications, and other related materials are restricted records. Care must be taken to protect them from inspection by unauthorized persons. They may not be inspected by eligibles. Authorized persons (e.g. audit team members, higher management, or EEO counselors and investigators) may review registers and hiring worksheets on a need-to-know basis. Copies of register cards or hiring worksheets may not be made available unless depersonalized (i.e., names of eligibles are obliterated) except for management audit of hiring practices.

.22 Eligibles or their authorized representatives may be given the following information, in response to a written inquiry:

- a. The approximate number of eligibles ahead of them on the hiring register,
- b. The number of eligibles expected to be employed during a specific time frame (e.g., within the next 3-6 months), and
- c. Whether the eligible's prospects for appointment are good, fair or unfavorable.

.23 The information can be provided based on the past and/or current hiring needs of the installation and the number of anticipated vacancies to be filled in the near future. If the examination is open or scheduled for opening when the inquiries are made, the eligibles should be notified when applications will be accepted and of the opportunity to recompile in order to improve a passing score. Eligibles should also be advised that although their names may be reached on the register for employment consideration, this is not a guarantee they will be selected for appointment.

#### 251.3 Retention of Registers

.31 Area eligibility registers will be maintained by the sectional center office. A CAG A-J installation which has not been included in an AER will normally maintain its own entrance registers. Registers are retained for 5 years and at the appropriate Federal Records Center (FRC) for an additional 5 years. If not forwarded to the FRC, retain registers locally for 10 years.

.32 Inactive register cards will be maintained for 5 years from the last day of the calendar year (December 31) in which the individual's eligibility expired, and at the appropriate Federal Records Center for an additional 5 years. See ASM Exhibit 351.613 for the FRC addresses and areas served.

.33 Inactive register cards are to be purged annually. Cards for persons whose eligibility has been expired for 5 years (using December 31 of the previous year as the cut off date) are to be removed from the inactive register.

.34 CAG H-K offices are to forward purged inactive register cards to the MSC. The MSC will include the cards with those of the MSC for transmittal to the FRC. See ASM 351.6 for instructions on preparing shipments to the FRC.

#### 251.4 Related Files

.41 Applications for Employment. The postal installation (or AER MSC) maintains a file of applications for employment of eligibles on its registers. The file may be arranged alphabetically or by examination in descending grade order to correspond with the examination register. The applications are kept for the life of the applicants' eligibility. They may then be destroyed in such a way that the applications and related materials do not fall into unauthorized hands. (See 422.6 for exceptions.)

.42 Alphabetical Locator. There are two cards for each person who has eligibility on the register; one is alphabetical and should be so filed. This will serve as the locator file. The numerical cards are filed as explained in 252. Locator cards are maintained for 5 years from the last day of the calendar year (December 31) in which the person's eligibility expired, and are then sent to the appropriate FRC for a further 5 year retention period, as outlined in 251.3. Locator cards are purged annually. Locator cards should be removed from the file for those eligibles whose numerical cards are purged from the inactive register. Locator files may be combined for all registers, or kept separate for each register, at the installation head's option.

## 252 Arrangement of Registers

### 252.1 General

The sectional center or postal installation maintains a register card (numerical copy) for each eligible. Cards are arranged by veteran preference and numerical rating, as indicated in 252.2. Numerical register cards are to be annotated with the date of receipt and merged with existing numerical cards within 3 working days after receipt from NTAC. Active register cards are filed numerically. Inactive register cards may be filed numerically or alphabetically at the option of the installation head. Mailing addresses may be entered on numerical register cards.