

Payroll Records Retention - Litigation Hold

FYI: Most of the record retention detailed below pertains to payroll and time and attendance records but not exclusively

The Postal Service continues to operate under a court ordered litigation hold and must continue to preserve all payroll related records. The hold will likely continue through 2011.

What Materials Must You Preserve?

You should make every effort to preserve all types of documents, electronically stored information, especially these types:

- E-mails and other electronic communications
- Official Personnel Files
- EEO Discrimination Complaint files
- Supervisor's files
- Grievance / arbitration files
- Payroll records
- Overtime desired lists
- TACS information
- HCES data
- Correspondence
- Voicemail Messages

Also, please preserve any of these materials that you may have:

- Any documentation that relates to hours worked including but not limited to the following:
 - (1) Any documents, emails, memos, notes, or electronic data addressing/covering the number of hours worked generally by letter carriers;
 - (2) Any documents, emails, memos, notes, or electronic data addressing/covering overtime worked generally by letter carriers;
 - (3) Discipline records relating to hours worked;
 - (4) PS Form 1017-A's - Time Disallowance Records;
 - (5) PS Form 1017-B's - Unauthorized Overtime Records;

- (6) PS Form 1230's, 1230-A's, 1230-B's, and 1230-C's, - All timecards;
- (7) PS Form 1234's - Trip Cards;
- (8) PS Form 1564-A's - Delivery Instructions;
- (9) PS Form 1571's - Undelivered Mail Reports;
- (10) PS Form 1817's - Late Leaving and Returning Reports - First Carrier Delivery Trip;
- (11) PS Form 1838-A's - Carrier's Counts of Mail - Parcel and Post Combination Services;
- (12) PS Form 1838-C's - Carrier's Counts of Mail - Letter Carrier Route Worksheets;
- (13) PS Form 1840's - Carrier Delivery Routes - Summary of Counts and Inspections;
- (14) PS Form 1840-A's - Summaries of Carrier's Counts of Mail - Parcel Post and Combination Services;
- (15) PS Form 1840-B's - Carrier Time Car Analysis;
- (16) PS Form 1994's - Employees' Work Schedules;
- (17) PS Form 2240's - Pay, Leave, or Other Hours Adjustment Requests;
- (18) PS Form 2240-F's - FLSA Overtime Adjustment Requests;
- (19) PS Form 3189's - Request for Temporary Schedule Change for Personal Convenience;
- (20) PS Form 3921's - Volume Recording Worksheets;
- (21) PS Form 3922's - Customer Service Volume Recording Worksheets;
- (22) PS Form 3925's - Daily Address Information Operations Analysis;
- (23) PS Form 3930's - Operations Analysis;
- (24) PS Form 3968's - Daily Mail Collection Records;
- (25) PS Form 3996's - Carrier Auxiliary Controls;
- (26) PS Form 3997's - Unit Daily Records;
- (27) PS Form 3999's - Inspection of Letter Carrier Routes;
- (28) PS Forms 3999-A's - Deliveries/Inspection Record-Worksheets;
- (29) PS Form 3999-B's - Inspection of Collection Routes;
- (30) PS Form 4570's - Vehicle Time Records;
- (31) PS Form 6354's - Parcel Return Service Dispatch Logs; and
- (32) DOIS information.