

CHECKLIST

For Maintenance of Supervisory Records

This Checklist will help you to maintain your supervisory records. It covers records and documents that are maintained in your employees' Supervisory Work folders, as well as some that do not have to be included in the work folder, but that you need to maintain for planning and other purposes. Either way, if you can check off each of the following items, your records are in good shape.

- Work folders are physically located in locked drawer, nearby, so that reference can be made as conveniently and as often as needed.
- Work folders are protected against casual access, inappropriate disclosure, or invasion of personal property.
- Personally maintain the work folders of technician staff, and do not pass responsibility on to a secretary or other administrative person for filing and updating.
- A NGB Form 904-1, Supervisor's Record (or a SUBBRF), on each technician.
- Maintain current entries in Sections 7, 8, 9, and 10 of the NGB Form 904-1 for each subordinate technician.
- Receipt of copies of SF-50s, Notification of Personnel Action, on change actions for each technician.
- Post the information from all SF-50s to Section 11 of the appropriate NGB Form 904-1 promptly, and then give the forms to the subject technicians.
- Record the dates and subjects of discussions with technician in Item 12 of the NGB Form 904-1.
- When necessary to add an additional NGB Form 904-1 or supplemental sheet of paper, write the sequential number of 904-1 pages on the new page.
- Have current copies of NGB Form 430, Performance Standards and Critical Elements, and NGB Form 430-1, Performance Appraisal, for all technicians.
- Remove all performance-related records that are more than four (4) years old from each file, either by destroying them or marking them obsolete, and giving them to the appropriate technician for disposition.
- Have a copy of the Optional Form 8/Position Description for each basic position authorized in my unit.
- Have a projected leave schedule for each employee.
- Review and be familiar with the rules governing technician access to their work folder.
- Review and be familiar with the rules governing personal notes in the work folders.
- Review any collective bargaining agreement(s) that cover subordinate staff, for any additional recordkeeping requirements that may be included.