

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2015-0014
Schedule Status Approved

Agency or Establishment Department of State
Record Group / Scheduling Group General Records of the Department of State
Records Schedule applies to Major Subdivision
Major Subdivision Bureau of European and Eurasian Affairs and International Organizations
Minor Subdivision Regional Support Center (EUR-IO/EX/RSC)
Schedule Subject Records regarding the Regional Support Center 's Electronic Merit Based Compensation (eMBC)
Internal agency concurrences will be provided No

Background Information eMBC is a performance evaluation application that enables supervisors and their respective employees to input relevant data to plan, review and approve an employee's annual performance online. The intended use(s) for the information are setting annual goals for LES at Post and performing a mid-term and end-of-year evaluation on how these goals have been met.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2015-0014

Sequence Number	
1	Master File Disposition Authority Number: DAA-0059-2015-0014-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 421 527 446">Master File</p> <p data-bbox="365 472 1136 500">Disposition Authority Number DAA-0059-2015-0014-0001</p> <p data-bbox="365 525 1458 1032">Master file is an SQL database consisting of a series of tables in which a supervisor and/or their respective employees enter his/her data to construct an employee's annual performance plan, mid-year review and final performance rating. Access is limited to the supervisor, his/her respective employees for his/her information exclusively, Senior HR officers and Senior HR assistants at Post. These tables contain data elements related to the employee, to include full name, position title, rating period, grade, development grade, post and agency, narrative input and signatures by the supervisor and/or employee related to employee's annual work plan: (performance criteria: [Continuing responsibilities, specific objectives and competencies, percentage of importance assigned to performance criterion, end of year rating results and number of points earned] in addition to universal job elements [interpersonal skills, other duties as assigned and supervision]); justification statement; performance review; development plan; development activities; and mid-year discussion.</p> <p data-bbox="365 1057 917 1085">Final Disposition Temporary</p> <p data-bbox="365 1110 852 1138">Item Status Active</p> <p data-bbox="365 1164 820 1191">Is this item media neutral? Yes</p> <p data-bbox="365 1217 803 1330">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="365 1366 673 1393">Disposition Instruction</p> <p data-bbox="365 1419 1218 1447">Cutoff Instruction Cut off at the end of rating period.</p> <p data-bbox="365 1472 1437 1542">Retention Period Destroy/delete 1 year after the date of separation, transfer, or death of employee.</p> <p data-bbox="365 1578 673 1606">Additional Information</p> <p data-bbox="365 1632 950 1659">GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/27/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
01/05/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
01/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/07/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist