

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

**GAO Approval**

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

Sequence Number	
1	<b>Master File</b> Disposition Authority Number: DAA-0059-2015-0014-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="365 421 527 453"><b>Master File</b></p> <p data-bbox="365 474 1136 506">Disposition Authority Number      DAA-0059-2015-0014-0001</p> <p data-bbox="365 527 1466 1038">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 1059 917 1091">Final Disposition                      Temporary</p> <p data-bbox="365 1112 852 1144">Item Status                              Active</p> <p data-bbox="365 1166 820 1198">Is this item media neutral?          Yes</p> <p data-bbox="365 1219 803 1336">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 1368 673 1400"><b>Disposition Instruction</b></p> <p data-bbox="365 1421 1218 1453">Cutoff Instruction                      Cut off at the end of rating period.</p> <p data-bbox="365 1474 1437 1549">Retention Period                      Destroy/delete 1 year after the date of separation, transfer, or death of employee.</p> <p data-bbox="365 1581 665 1613"><b>Additional Information</b></p> <p data-bbox="365 1634 950 1666">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