

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of State

2. MAJOR SUBDIVISION

Bureau of Human Resources

3. MINOR SUBDIVISION

Executive Director

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Alice S. Ritchie

(202) 261-8511

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-59-00-08

DATE RECEIVED

5/30/00

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

11-22-02

ARCHIVIST OF THE UNITED STATES

*[Signature]*

## 6. 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 on the attached 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

08/15/2002

SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*  
Margaret G. Peppe

TITLE

Department Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached pages.		

*2A copies sent to Agency, NSM, NWM, NWMUS*

**SECTION 4 EXECUTIVE DIRECTOR**

**Information Management**

**{1} 01 General Subject Files.**

Correspondence, proposals, memoranda and other papers relating to the automation of various personnel programs, including inter-office correspondence between PER and payroll.

Major policy, plans and procedures regarding PER reports including PER input into ADP.

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary. Retire inactive files when 5 years old to RSC for transfer to WNRC. Destroy when 15 years old. (NC-59-75-7, item 11a)

~~(2) Electronic version of records created by electronic mail and word processing applications.~~

*Obsolete: These items reflect a print and file process. Reported on 2/8/19 by Mark Spambetta*

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

**{2} 02 Personnel Action Handbook.**

Master File set and history or background documents.

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary. Retire when superseded to Records Service Center for transfer to WNRC. Destroy when 20 years old. (NC-59-75-6, item 4a)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

**3 - 06 Reserved for future use.**

**{3} 07 OPM Input Actions.**

Office of Personnel Management Computer Printout of State Department Personnel Actions (CPDF).

DISPOSITION: Temporary. Destroy when 1 year old. (NC-59-75-6, item 5)

**{4} 08 Global Employment Management System (GEMS).**

This corporate on-line system will provide comprehensive employment data for all direct-hire Department of State (DOS) employees and will be the primary system for processing DOS SF-50, personnel actions. Employment and position data are updated for each personnel-related action. The system will provide the most current information, as well as, maintain a complete chronological history on all employees. Data includes name, social security number, sex, citizenship, marital status, number and birth dates of eligible family members, date and place of employee's birth, career data such as educational levels, colleges attended, major subjects, skill codes, foreign language training and examination scores; job history data such as current position, title, grade, location and inclusive dates, previous assignments, including grades and dates, and data on employees and potential employees whose assignments are pending; organizational hierarchies, including accounting information; and additional data, such as awards, disciplinary actions, etc.

a. Information reflecting monthly personnel and position data for each calendar year, beginning 1998. This information reflects monthly transactions and end-of-year December personnel data for each calendar year, beginning December 1971 and information reflecting this data for each calendar year, beginning o/a January 1991.

DISPOSITION: Permanent. Transfer data reflecting December personnel data for each calendar year beginning December 1971 in a format that meets NARA transfer requirements for electronic media at the time of transfer. (NC1-59-83-4, item 25a)

b. All other storage mediums.

DISPOSITION: Temporary. Destroy when active agency use ceases. (NC1-59-83-4, item 25b)

c. Outputs.

(1) Employee Profile.

GEMS output that consist of ADP reports that reflect an employee's employment history during their tenure with the Department of State. Reviewed for corrections and ultimately entered into the automated Central Personnel System.

DISPOSITION: Temporary. Destroy when 2 years old. (NC-59-75-6, item 2)

(2) Table of ADP Codes.

GDEMS output that consist of Monthly computer printout used in conjunction with the Office of Personnel Management for entering data in the automated Central Personnel System.

DISPOSITION: Temporary. Destroy when superseded. (NC-59-75-6, item 3)

(3) Staffing a , thl Action Reports, and Report of Federal Civilian  
Employment (SF-113-A) ~~Mon y~~

DISPOSITION: ~~Temporary~~ Destroy when 2 years old. (GRS 1, item 16)

(4) General Personnel Statistical Studies.

Includes Geographic Survey, Grade Breakdown by Organization, FSO Positions by Functions, Foreign Service Accessions, Men and Women Count by Grade, Excepted Positions, Labor Department Reports and Foreign Service Separations.

DISPOSITION: Temporary. Delete when 2 years old or when no longer needed for reference purposes, whichever is later. (NC-59-75-7, item 2).

09 – 15 Reserved for future use.

{5} 16 Personnel From Side (PERFS).

PERFS is an automated computer system used to prepare SF-52 (Request for Personnel Action) forms, electronically route them for all required approvals, and automatically update the central personnel and payroll databases. (System discontinued in April 1999)

- a. Master File maintained on network server.

DISPOSITION: Temporary. File may be deleted when 10 years old. (N1-59-88-16)

- b. System tapes retained by IRM. Magnetic tape copies reflecting daily and monthly transactions of personnel data for each calendar year, beginning December 1985.

DISPOSITION: Temporary. Destroy after approval of this schedule.

Notification of Personnel Action – Chronological Copy.

~~Standard 50, documenting all individual personnel actions such as employment, promotions, transfers, separations, exclusive of the copy in the Official Personnel Folder (OPF).~~

~~Form including fact sheets, maintained in personnel offices.~~

- (1) ~~Chronological file copy.~~  
~~Recordkeeping copy (paper).~~

~~DISPOSITION: Temporary. Destroy when 2 years old. (GRS 1, item 14a)~~

- (2) ~~Electronic version of records created by electronic mail and word processing applications.~~

~~DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)~~

- b. All other copies maintained in personnel offices.

b. All other ~~copies~~ maintained in personnel offices.

DISPOSITION: Temporary. Destroy when ~~1-year~~ old. (GRS 1, item 14b)

**§7} 18 Integrated Personnel Management System's (IPMS) Foreign Service Assignment Management Application (IFSAMA).**

IFSAMA is a computer system that replaced the Automated Personnel Transactions System (APTS) in November 1997 and controls all phases of the Foreign Service personnel assignment and travel process. It tracks and reports on employee assignment, employee travel history, and the Foreign Service bidding process. It also collects training data, eligible family member information, employee and eligible family member medical information, tour of duty data and pending assignment data.

Cartridge tape copies reflecting Foreign Service assignment and travel related data for each calendar month since November 1997.

DISPOSITION: Temporary. Cut off annually. Destroy when obsolete or no longer needed. (N1-59-88-15)

**§8} 19 Personnel Historical Information Storage House (PHISH).**

PHISH is an information system that provides summarized information in specific areas of interest as identified by users in a graphical interface. It performs reporting, ad hoc queries, and maintenance and security for the reporting data. It captures both current and historical information on employee, position, and transaction data from 1992 to present.

Magnetic tape copies reflecting monthly transactions of personnel data for each calendar year.

DISPOSITION: Temporary. Destroy when no longer needed to backup the GEMS.

**§9} 20 Post Personnel System (PS).**

PS is a computer system that tracks employee and position data on Foreign Service National employees and employees hired and/or serving at overseas posts from both the Department of State and other federal agencies. Magnetic tape.

DISPOSITION: Temporary. Cut off annually. Retain at Post for 5 years then transfer to RSC. Destroy after 5 years at RSC.

**§10} 21 Automated Foreign Service Employment Recruitment System (AFSERS).**

This system tracks employment applications for Foreign Service generalists and specialists. It maintains a register of qualified applicants for each program and includes security clearance and medical information on the applicant and family members.

DISPOSITION: Temporary. Destroy when no longer needed or superceded.

22-25 Reserved for future use.

11 } 26 Official Personnel Folders (OPF).

~~a. Foreign Service Administrative Folders.~~

~~Official personnel actions and related administrative records of Foreign Service employees, excluding performance ratings and related records documenting their service with the Department and any prior Federal service.~~

- ~~(1) Recordkeeping copy (paper).~~

~~DISPOSITION: Temporary. Retire to National Personnel Records Center (NPRC), St. Louis, 1 year after separation of employee. (GRS 1, item 1)~~

- ~~(2) Electronic version of records created by electronic mail and word processing applications.~~

~~DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)~~

b. Foreign Service Performance Folders.

Performance ratings, commendations, training reports, Inspectors' reports, official reprimands, end-use summary reports, etc. of Foreign Service employees. (FS Act of 1980 as amended dated January 1992 P.L.. 96-465).

- (1) Recordkeeping copy (paper).

DISPOSITION: Temporary. Retire to RSC 1 year after separation of employee for transfer to WNRC. Destroy 15 years after separation.

- (2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

~~c. Civil Service Administrative Folders.~~

~~Official Personnel Folders of Civil Service employees, consisting of record copies of documents covering their entire Federal service as prescribed in the OPM operating manual, Guide to Personnel Recordkeeping and related Departmental guidelines.~~

- ~~(1) Recordkeeping copy (paper).~~

~~DISPOSITION: Temporary. Retire to NPRC, St. Louis, within 90 days after separation of employee. (Sunset Document, FPM Suppl. 293-31) (GRS 1, item 1)~~

- ~~(2) Electronic version of records created by electronic mail and word processing applications. (GRS 1, item 43a)~~

~~DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.~~

d. Civil Service Employee Performance Folders.

**4 Civil Service Employee Performance Folders.**

**(1) Temporary Non-SES Civil Service Performance Documents.**

Performance ratings, commendations, training reports, awards, promotions, Upward Mobility Progress Evaluation Reports, etc.

**(a) Recordkeeping copy (paper).**

DISPOSITION: Temporary. Retire to NPRC with the Administrative Folder (on the left side) 90 days after separation of employee. (GRS 1, item 23a(4))

**(b) Electronic version of records created by electronic mail and word processing applications. (GRS 1, item 43a)**

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

**(2) Senior Executive Service (SES) Performance Documents.**

Performance ratings and plans, training reports, commendations, reprimands, etc.

**a. Recordkeeping copy (paper).**

DISPOSITION: Temporary. Retire to NPRC with the Administrative Folder (on the left side) 90 days after separation of employee. (GRS 1, item 23b(3))

**b. Electronic version of records created by electronic mail and word processing applications.**

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

**{12} 27 Employee Service Record.**

**a. Electronic Records.**

Effective January 1995, an on-line information system has provided service record card data for each Civil Service and Foreign Service employee who separated or transferred from the Department since 1988. Information contains the Personnel Audit Report (PAR) and information from the last separation Notification of Personnel Action (SF-50). Data is downloaded to magnetic tape to perform an annual backup of all data associated with the Folder System.

DISPOSITION: Temporary. Retain on magnetic tape in the Department's Human Resources Records Division (HR/EX/ADM/RM) until no longer needed for reference purposes. (NC1-59-80-16)

**b. Paper records 1976 thru December 1994. Information consists of Personnel Audit Report (PAR) and the last Notification of Personnel Action (SF-50).**

DISPOSITION: Temporary. Retain in the Department's Human Resources Records Division (HR/EX/ADM/RM) until no longer needed for reference purposes.

c. Microfilm Copies - 1940 to 1975.

DISPOSITION: PERMANENT. Transfer immediately to NARA upon approval of this schedule.

{13} **28 Administrative Clearances for Separation (DS-8A).**

Contains original form prepared by administrative office in the Department or at post at the time employee separates from either the Foreign Service or Civil Service, indicating the return of security identification card, parking permit, dining room pass, or library card. This item does not include forms DS-8, Fiscal Clearance for Final Salary Payment, or OF-109, Separation Statement.

a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy 6 months after separation of employee. (NC1-59-77-18, item 6).

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

{14} ~~**29 Freedom of Information and Privacy Acts Card File.**~~

~~Alphabetical card file of individuals requesting access to personnel records under provisions of the Freedom of Information and Privacy Acts, showing the nature of the request, the action taken on the request and the time spent.~~

~~DISPOSITION: Temporary. Destroy 6 years after date of last entry. (GRS 14, item 13a)~~