

**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 (HR)

3 MINOR SUBDIVISION  
 Civil Service Personnel Personnel Management

4 NAME OF PERSON WITH WHOM TO CONFER  
 Alice S. Ritchie

5 TELEPHONE  
 (202) 261-8511

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-59-00-9

DATE RECEIVED  
 02/13/02

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
 6-5-02

ARCHIVIST OF THE UNITED STATES  
*John W. Cal*

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 \_\_\_ 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  
 2/4/2002

SIGNATURE OF AGENCY REPRESENTATIVE  
 Margaret G. Peppe *Margaret G. Peppe*

TITLE  
 Department of State  
 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

*24 copies sent to Agency, NWMD, NWME, NWM*

**SECTION 6 Civil Service Personnel Management**

**01 Official Position Descriptions.**

a Master.

(1) Recordkeeping copy (paper)

DISPOSITION Temporary Destroy 5 years after position is abolished or description is superseded

~~(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~~

~~DISPOSITION: Temporary Destroy 2 years after position is abolished or description is superseded. (GRS 1, item 7b)~~

**~~02 Merit Promotion Applicant Files.~~**

~~Files relate to Department employees and applicants outside of the Department Included are requests for personnel action (SF-52), vacancy announcements, crediting plans, applications for Federal employment, performance appraisals, panel ratings and summary sheets and related correspondence. Consist of DS-1740, Panel Evaluation Report, DS-1738, Application for Vacancy, request for Merit Promotion Certificate, DS-1737, Job Opportunity Announcement, DS-1739, Experience and Qualifications Statement for Top Ranking Candidates, DS-1297, Merit Promotion and Placement Certificate, position description and related correspondence.~~

~~a. Recordkeeping copy (paper)~~

~~DISPOSITION Temporary. Retire to RSC one year after personnel action. Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner (GRS 1, item 32)~~

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

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

**03 Reserved**

**04 Automated Staffing Control System.**

This is on-line system facilitates the tracking of applicants It provides access to pertinent applicant data, employment applications, vacancy announcement and position description numbers, qualifications and scores of applicants and action taken on selections/non selections

DISPOSITION: Temporary. Destroy or delete 2 years after the personnel action is completed

**05 Pre-Appointment Files.**

Files relate to Department employees and applicants outside the Department selected for vacancies Included are copies of applications for employment, position descriptions, SF-52, Request for Personnel Action, finger print charts, security clearances, and other related correspondence

- a Recordkeeping copy (paper)

DISPOSITION: Temporary Transfer documents appropriate for the Official Personnel Folder (OPF) and destroy remainder once individual enters on duty.

- 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 (██████████)

**06 Priority Consideration Files.**

Files relate to Department employees and applicants outside the Department. Included are applications for Federal employment, correspondence that documents eligibility for priority consideration, and other correspondence pertinent to the case

- a Recordkeeping copy (paper).

DISPOSITION Temporary Cut off files at end of calendar year in which person was placed in position. Destroy 1 year after cutoff

- 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 (██████████)

**07 Reserved.**

**08 Senior Executive Service (SES) Staffing Files.**

Files relate to Department employees and applicants outside of the Department. Included are requests for personnel action (SF-52), vacancy announcement, applications for Federal employment, performance appraisals, panel rating and summary sheets and related correspondence.

- a. Recordkeeping copy (paper)

DISPOSITION. Temporary. Destroy after OPM audit or 2 years after personnel action is completed, whichever is sooner (GRS 1, item 15)

- 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)

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

- 1. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

- a. Recordkeeping copy (paper)

DISPOSITION. Temporary. Destroy when superseded. (GRS 1, item 23b (1))

- 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)

- 2. Performance-related records pertaining to a former SES appointee.

- a. Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating. (GRS 1, item 23b (2)(a))

- (1) Recordkeeping copy (paper)

DISPOSITION: Temporary. Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service

- (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 performance ratings and plans~~

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

~~DISPOSITION Temporary Destroy when 5 years old, or when no longer needed, whichever is sooner. (GRS 1, item 23b (2)(b))~~

~~(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)~~

~~3 All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment.~~

~~a Recordkeeping copy (paper).~~

~~DISPOSITION. Temporary. Destroy 5 years after date of appraisal (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)~~

~~4. Supporting documents~~

~~a. Recordkeeping copy (paper)~~

~~DISPOSITION Temporary. Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner (GRS 1, item 23b (4))~~

~~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)~~

**10 Reserved.**