

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER N1-59-00-9	
DATE RECEIVED 02/13/02	
<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>John W. Cal</i>

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 <i>Margaret G. Peppe</i>	TITLE Department of State Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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, NWM, NWM, 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 Destroy 5 years after position is abolished or description is superseded.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)~~

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

#### ~~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 Destroy 2 years after position is abolished or description is superseded.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)~~

Obsolete: See above note 2/8/19

### 03 Reserved



**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)

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

**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)

*Obsolete: See above note 2/8/19*

- 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.

*Obsolete: See above note 2/8/19*

~~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.~~

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

~~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.~~

*Obsolete; See above note 2/8/19*

~~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)~~

*Obsolete; See above note 2/8/19*

**10 Reserved.**