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SECTION 9 PERFORMANCE EVALUATION

01 Performance Evaluation General Subject Files.

Reports, memorandums, telegrams, correspondence, issuances, minutes of meetings, agendas for meetings, and other policy documentation documenting significant policy, procedural and organizational matters relating to the development and administration of the Department of State program for performance evaluation, promotion and separation of Foreign Service Officers, and other Foreign Service employees.

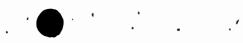
(a) Recordkeeping copy (paper).

DISPOSITION: Permanent. Retain in Performance Evaluation Office years. Retire to RSC when 10 years old for transfer to WNRC. Trans Archives when 25 years old. (N1-59-93-15, item 1))	sfer to the National Print and hie process: Superveded by job / hem number: Mark Sgambeltera
(b) Electronic version of records created by electronic mail and word	DAA-6RS-2013-0003-0002
DISPOSITION: Delete within 180 days after recordkeeping copy has	been produced. 09-16-2014
62 Selection Board Promotion Panel Files. Arranged by Board on	
by types or records.	Superseded by job / Hern number: VAA - 0059 - 2014 -0004-0001/0002
Includes precepts, comments and recommendations, findings, ranking list, membership lists, and other records of Boards and Panels.	s, promotion lists, class
list, membership lists, and other records of stratus and Fallers.	Date (MM/DD/VVV):
a. Recordkeeping copy (paper).	09-06-2016
DISPOSITION: Permanent. Retain in HR/PE for 10 years. Retire to for transfer to WNRC. Transfer to the National Archives when 25 ye (N1-59-93-15, item 2)	
b. Electronic version of records created by electronic mail and word p	Superceded by job / item number: processing applications.
DISPOSITION: Delete within 180 days after recordkeeping copy has	DAA-CIRS-2013-0003-0002
03-04 Reserved.	- <u>09-16-20kf</u>

05 Automated Score Card System.

This on-line system is used to track the career status and progress of individuals in the Foreign Service. Information consists of the individual's name, date of birth, social security number, tenure date, commission date, time-in-class and extensions, Selection Board rankings, promotion history, skill code, senior threshold board requests and related correspondence.

DISPOSITION: Temporary. Retain in HR/PE office. Destroy when active agency use ceases. (NN-173-131, item 6)



06 Automated Report Card System.

This on-line system is used to account for the receipt of and to track evaluation reports. Information includes the names of the rated, rating and reviewing officers, the period covered by the report, the date received in the office, ranking of overall performance and potential, and the rated officer's social security number.

DISPOSITION: Temporary. Retain in HR/PE office. Destroy when active agency use ceases. (NN-173-131, item 6)

07-08 Reserved.

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09 Awards Database.

Information relates to Foreign Service and Civil Service employees and is used to update Personnel Audit Reports, for reporting as required by the consent decree in class action suits, and analysis and distribution of awards. Includes data such as name, social security number, grade, assignment, type of award, sex, approval date, dollar amount, hours (for time off), and basis of award.

DISPOSITION: Temporary. Retain in HR/PE office. Destroy when active agency use ceases.

10 Awards General Subject Files.

Consists of correspondence, reports, memoranda, staff studies and other documentation of the establishment and administration of awards.

a. Material documenting the establishment of specific awards.

(1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 5 years old for transfer to WNRC. Destroy when 50 years old. (NC-59-75-8, item 1a)

Superseded by job / item number:

(2) Electronic version of records created by electronic mail and word	processing applications.
DISPOSITION: Delete within 180 days after recordkeeping copy is p	$\begin{array}{c} \text{Date (MMDD/YYY):} \\ \text{produced} \\ \text{O} \mathcal{Q}_{-} (\mathcal{Q}_{-} \mathcal{Z} \mathcal{O} / \mathcal{Q}_{-} \end{array}$
b. All other material including vouchers and reports.	Obsolete: These items reflect a print and file process. Reported in 2/8/19 by Wark Sgambetlard
(1) Recordkeeping copy (paper).	Work Sgombellura

DISPOSITION: Destroy when 5 years old. (NC-59-75-8, item 1b)

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

Superseded by job / item number: DISPOSITION: Delete within 180 days after recordkeeping copy is produced. DAA-GRS-2013-0003-000 Date (MM/DD/VVV): 09-16-2014 Obsolete: See above note 2/8/19

11 Programs from Honor Awards Ceremonies.

a. Recordkeeping copy (paper).

é.

DISPOSITION: Destroy when 10 years old. Earlier destruction is authorized if no longer needed for administrative use. (NC-59-75-8, item 2)

Superseded by job / item number: b. <u>Electronic version@forecordsccreated@y@lectronicmail@ndoword@processing</u> applications.

	0	JDAA-GRS-2013-0003-0002
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	Obsolete: These items reflect a print and	09-16-2014
12 Employee Suggestion Files.	file process. Reported m 218/19 by Mark Sgambettera	

Suggestion Program Form (DS-1856) and related office and post correspondence submitted under the Department's beneficial suggestions programs.

a. Recordkeeping copy (paper).

DISPOSITION: Destroy 2 years after case is closed. (NC-59-75-8, item 3)

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

DISPOSITION: Delete within 180 days after recordkeeping copy has been produced. Obsolete: See above note J/8/19 Date (MM/DD/VVV): 09-16-2014