INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-82-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M 12 18, Managing Government Records Directive. The old GRS was completely superseded.

See https://www.archives.gov/records mgmt/grs for the revised GRS, crosswalks, faqs, tools, and other resources.

Date Reported: 4/19/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
OFFICE OF PERSONNEL MANAGEMENT

2 MAJOR SUBDIVISION
Information Management Division

3 MINOR SUBDIVISION
Information Systems Plans and Policies Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Charles R. Chesek

5 TEL EXT
632-6883

6 CERTIFICATE OF AGENCY REPRESENTATIVE
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal
✓ B Request for disposal after a specified period of time or request for permanent retention.

C DATE
10/12/82

D SIGNATURE OF AGENCY REPRESENTATIVE
William C. Duffy

E TITLE
Chief, Information Systems Plans and Policies Branch

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>Employee Performance File System Records</td>
</tr>
</tbody>
</table>

   a. Non-SES appointees (as defined in 5USC 4301(2))

      (1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.

      Destroy after the employee completes one year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice.

      (2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

      Destroy upon supersession.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101 11.4
<table>
<thead>
<tr>
<th>ITEM NO</th>
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<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. (3)</td>
<td>Performance-related records pertaining to a former employee. Destroy when 3 years old or when no longer needed, whichever is sooner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td>All other summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based. Destroy 3 years after date of appraisal.</td>
<td></td>
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</tr>
<tr>
<td>(5)</td>
<td>Supporting documents Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.</td>
<td></td>
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</tr>
<tr>
<td>b. SES appointees (as defined in 5 USC 3132a(2)) (1)</td>
<td>Performance appraisals, along with job elements and standards (job expectations) upon which they are based. Destroy after 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Supporting documents Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>Former SES appointees RESERVED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Presidential appointees RESERVED Disposition not approved.</td>
<td></td>
<td>Due 10/20/82</td>
<td></td>
</tr>
</tbody>
</table>

President appointees

**OPM CONCURRENCE**

Ass't. Dir. hrs. Information

Name/Title/Date 10/12/82
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<td>b.</td>
<td>SES appointees (as defined in 5 USC 3132a(2))</td>
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<td></td>
<td>(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Destroy upon supersession.</td>
</tr>
<tr>
<td></td>
<td>(2) Performance-related records pertaining to a former SES appointee. RESERVED. Disposition not approved.</td>
</tr>
<tr>
<td></td>
<td>(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based. Destroy 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee.</td>
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<td></td>
<td>(4) Supporting documents. Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.</td>
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