This schedule covers records of the Nuclear Regulatory Commission relating to its conduct of the personnel performance appraisal program. This schedule includes all past personnel performance appraisals in NRC offices prepared for NRC employees, including those who were predecessor agency employees.

It excludes copies of personnel performance appraisals incorporated and made a part of other records series, such as grievance files, Equal Employment Opportunity files, application and promotion files, and the like.

1. Personnel performance appraisals or evaluations (or equivalent) in NRC offices prepared prior to the promulgation of NRC Manual Chapter 4151, "Personnel Performance Appraisal System," prepared for NRC employees, including those who were predecessor agency employees:

   All offices: Dispose when one year old, or earlier if not needed.


   a. Record Copy maintained by the Division of Organization and Personnel:

   Dispose after one year, or when subsequent rating is prepared, whichever is later.
b. All other copies: Dispose of when one year old, or earlier if not needed.