

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK.	
DATE RECEIVED 31 MAR 1977	JOB NO
NC 1 431 77 1	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
4-18-77 Date	<i>James B. Phelan</i> Archivist of the United States

3 items

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
U. S. Nuclear Regulatory Commission

2 MAJOR SUBDIVISION
Office of Administration

3 MINOR SUBDIVISION
Division of Organization and Personnel

4 NAME OF PERSON WITH WHOM TO CONFER
H. F. Jones

5 TEL EXT
492-8137

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/15/77 (Date) *H. F. Jones* (Signature of Agency Representative) **Records Officer** (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>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.</p> <p>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.</p> <p>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:</p> <p style="padding-left: 40px;">All offices: Dispose <i>Destroy</i> when one year old, or earlier if not needed.</p> <p>2. Personnel performance appraisals prepared after the promulgation of NRC Manual Chapter 4151, Personnel Performance Appraisal System. (Dec. 7, 1976.)</p> <p>a. Record Copy maintained by the Division of Organization and Personnel:</p> <p style="padding-left: 40px;">Dispose <i>Destroy</i> after one year, or when subsequent rating is prepared, whichever is later.</p>		

*Copy to agency
AS 4/19/77 plus*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	b. All other copies: <i>Retention</i> Dispose of when one year old, or earlier if not needed.		