

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions below)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) U S Department of Education	
2 MAJOR SUBDIVISION Office of Management	
3 MINOR SUBDIVISION Regulatory Information Management Services	
4 NAME OF PERSON WITH WHOM TO CONFER Sherry D Smith	5 TELEPHONE (202) 401-0902

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NF441-09-11</i>	
DATE RECEIVED <i>6/1/09</i>	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	ARCHIVIST OF THE UNITED STATES

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 <u>4</u> 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,		
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE <i>5/27/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jill Shaver for Sherry Smith</i>	TITLE Director, Records Management & Privacy Division/ Departmental Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<del>ED 207 Employee Performance File System Records</del>  <p style="text-align: center;"><b>WITHDRAWN</b> <i>7/27/09</i> <i>KF</i></p>		

**ED Records Schedule**  
ACS Tracking Number: OM:6-106:D77

**SCHEDULE LOCATOR NO.:** 207

**DRAFT DATE:** 1/12/2009

**TITLE:** Employee Performance File System Records

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Records related to employee performance [NOTE: Presidential Appointees confirmed by the Senate are not subject to formal performance evaluations by the Department ]

**DISPOSITION INSTRUCTIONS:**

a Non-SES Appointees (as defined in 5 U S C 4301(2) [GRS 1, Item 23 a]

- 1 Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not affected and all related documents

**TEMPORARY**

Destroy/delete after the employee completes 1 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

**TEMPORARY**

Destroy/delete when superseded

**WITHDRAWN**

7/27/09

- 3 Performance-related records pertaining to a former employee

a Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating

**TEMPORARY**

Place records on left side of the official personnel file (OPF) and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see GRS 1, Item b) If the Department retrieves an OPF from NPRC it will dispose of these documents in accordance with Item a 3 b of this schedule

**ED Records Schedule**  
ACS Tracking Number: OM:6-106:D77

- b All other performance plans and ratings

**TEMPORARY**

Cut off at annually Destroy/delete 4 years after cutoff

- 4 All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based

**TEMPORARY**

Cut off after date of appraisal Destroy/delete 4 years after cutoff

- 5 Supporting documents

**TEMPORARY**

Cut off after date of appraisal Destroy/delete 4 years after cutoff

- b SES Appointees (as defined in 5 U S C 3132a(2) [GRS 1, Item 23 b]

- 1 Performance records superseded through an administrative, judicial, or quasi-judicial procedure

**TEMPORARY**

Destroy/delete when superseded

**WITHDRAWN**  
1/27/09

- 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

**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 (see GRS 1, Item b). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item b 2 b of this schedule

- b All other performance ratings and plans

**TEMPORARY**

Cut off annually Destroy/delete 5 years after cutoff

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:D77**

- 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 (5 CFR 214)

**TEMPORARY**

Cut off after date of appraisal Destroy/delete 5 years after cutoff

- 4 Career SES appointees serving on a Presidential appointment (5 CFR 214) who choose to retain their career SES consideration for bonuses and Presidential Rank awards

**TEMPORARY**

Cut off after date of appraisal Destroy/delete 5 years after cutoff

- 5 Supporting documents

**TEMPORARY**

Cut off after date of appraisal Destroy/delete 5 years after cutoff

- c Education Department Performance Appraisal System (EDPAS) Master Data Files

EDPAS is the employee performance system of record for the Department This system allows employees and supervisors to create performance agreements on-line and receive on-line evaluations and feedback from their supervisor

**TEMPORARY**

Destroy/delete 4 years after appraisal

**WITHDRAWN**

7/27/09

**IMPLEMENTATION GUIDANCE:**

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software, input/source records, output and reports, and system documentation

As required by 36 C F R 1228 58, records with special restrictions such as confidential business information or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:D77**

**SPECIFIC LEGAL REQUIREMENTS:**

5 U S C 4301(2), 5 U S C 3132a(2)  
5 C F R 214, 5 C F R 293 404

**SPECIFIC RESTRICTIONS:**

Privacy Act 18-05-10 General Performance Appraisal System (GPAS)

**LINE OF BUSINESS:** Administration/Departmental

**WITHDRAWN**

7/27/09