			LEAVE BLANK (NAS	A use or to
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			LEAVE BLANK (NARA use only) JOB NUMBER	
			NI-59-00-9	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)			DATE RECEIVED	
WASHINGTON, DC 20408			02/13/02	
1. FROM (Agency or establishment) Department of State			NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Human Resources (HR)			In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except	
3. MINOR SUBDIVISION			for items that may be marke not approved" or "withdrawn	d "disposition
Civil Service Personnel Personnel Management				
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Alice S. Ritchie (202) 261_8511			DATE ARCHIVIST OF TI	HE UNITED STATES
Alice S. Ritchie (202) 261-8511		6-5-02 MMW.	Cal	
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 page(s) are not now needed for the business				
and that the records proposed for disposal on the attached 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,				
is not required; is attached; or has been requested.				
DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE				
2/4/2002 Margaret G. Peppe				
Margain A Mikecords Officer				
7. ITEM NO.  8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.			9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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See Attached				
See Attached				
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## SECTION 6 Civil Service Personnel Management

- 01 Official Position Descriptions.
- a. Master.
- (1) Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy 5 years after position is abolished or description is superseded.

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

Obsolete: These item s reflect a print and s. fill process. Reported on 218/19 by Mark Sgambettera

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

b. All other copies.

DISPOSITION: Temporary. Destroy 2 years after position is abolished or description is superseded. (GRS 1, item 7b)

## 82 Merit Promotion Applicant Files.

Files relate to Department employees and applicants outside of the Department. Included are requests for personnel action (SF-52), vacancy announcements, crediting plans, applications for Federal employment, performance appraisals, panel ratings and summary sheets and related correspondence. Consist of DS-1740, Panel Evaluation Report, DS-1738, Application for Vacancy, request for Merit Promotion Certificate, DS-1737, Job Opportunity Announcement, DS-1739, Experience and Qualifications Statement for Top Ranking Candidates, DS-1297, Merit Promotion and Placement Certificate, position description and related correspondence.

a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Retire to RSC one year after personnel action. Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner. (GRS 1, item 32)

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

Obsolete: See above note 2/8/19

DISPOSITION: Temporary. Destroy within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

#### 03 Reserved

04 Automated Staffing Control System.

This is on-line system facilitates the tracking of applicants. It provides access to pertinent applicant data, employment applications, vacancy announcement and position description numbers, qualifications and scores of applicants and action taken on selections/non selections.

DISPOSITION: Temporary. Destroy or delete 2 years after the personnel action is completed.

# 05 Pre-Appointment Files.

3

Files relate to Department employees and applicants outside the Department selected for vacancies. Included are copies of applications for employment, position descriptions, SF-52, Request for Personnel Action, finger print charts, security clearances, and other related correspondence.

a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Transfer documents appropriate for the Official Personnel Folder (OPF) and destroy remainder once individual enters on duty.

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

Obsolete: These items reflect a print and file process.
Reported on 218/19 by O Mark Sgambettera

06 Priority Consideration Files.

Files relate to Department employees and applicants outside the Department. Included are applications for Federal employment, correspondence that documents eligibility for priority consideration, and other correspondence pertinent to the case.

a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Cut off files at end of calendar year in which person was placed in position. Destroy 1 year after cutoff.

Obsolete: See above note 2/8/19

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced.

### 07 Reserved.

38 Senior Executive Service (SES) Staffing Files.

Files relate to Department employees and applicants outside of the Department. Included are requests for personnel action (SF-52), vacancy announcement, applications for Federal employment, performance appraisals, panel rating and summary sheets and related correspondence.

a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy after OPM audit or 2 years after personnel action is completed, whichever is sooner. (GRS), item 15)

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

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

Reported in 2/8/19
by Mark Sgambetters

09 Senior Executive Service (SES) Performance Documents.

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

a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy when superseded. (GRS 1, item 23b (1))

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

Obsolete: See above note 2/8/19

Obsolete: These

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

- 2. Performance-related records pertaining to a former SES appointee.
- a. Latest raising of record that is less than 5 years old, performance plan upon which it is based, and any summary rating. (GRS 1, item 23b (2)(a))
- (1) Recordkeeping copy (paper).

DISPOSITION: Temporary. Placed exords on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service.

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

Obsolete: See above note 2/8/19

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

- b. All ther performance ratings and plans.
- (1) Record eeping copy (paper).

DISPOSITION: Temporary. Destroy when 5 years old, or when no longer needed, whichever is sooner. (GRSV, item 23b (2)(b))

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

•bsolete: These items reflect a print and file process.

Reported an 2/8/19 by

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been within 180 days after recordkeeping copy has been specified by produced. (GRS 1, item 43a)

- 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.
- a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy 5 years after date of appraisal. (GRS 1, item 23b (3))

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

Obsolete: See above

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

n note 2/8/19

- 4. Supporting documents.
- a. Recordkeeping copy (paper).

DISPOSITION: Temporary. Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner. (GRS 1, item 23b (4))

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

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

Obsolete: See above note 2/8/19

10 Reserved.