

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Office of Personnel Management

2. MAJOR SUBDIVISION Administration Group, Office of
Information Resources Management

3. MINOR SUBDIVISION Plans and Policies Division,
Information Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Brenda Hickey

5. TELEPHONE
703-908-8566

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-GRS-93-3

DATE RECEIVED
3-24-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 FOR ARCHIVIST OF THE UNITED STATES
7/16/93 James Moore

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 1 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: 3/22/93

SIGNATURE OF AGENCY REPRESENTATIVE: C. Ronald Trueworthy

TITLE: Chief, Information Policy Branch, Plans & Policies Div., OIRM, Admin. Group

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Increase the disposition for performance-related records for non-SES appointees. OPM final regulations published in the Federal Register on December 17, 1991, at Title 5 of the Code of Federal Regulations, Parts 293 and 351 extends the period of time that agencies must keep performance ratings from 3 years to 4 years.</p> <p>1. <u>Employee Performance File System Records.</u></p> <p>a. Non-SES appointees (as defined in 5 U.S.C. 4301(2)).</p> <p>SEE ATTACHED</p> <p><u>Privacy Act Citation.</u></p> <p>OPM/GOVT-2.</p> <p>COORDINATION:</p> <p><i>Philip A. Schneider 3/8/93</i></p> <p>(Name, Title, Date)</p> <p>Philip A. D. Schneider Asst. Dir. for Workforce Information Personnel Systems and Oversight Group</p>	<p>GRS 1, item #23.</p> <p>NCI-GRS-82-2, item #23.</p>	

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
23.	<u>Employee Performance File System Records.</u>	
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 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.	Destroy when superseded.
(3)	Performance-related records pertaining to a former employee.	
(a)	Latest rating of record ⁴ / ₃ years old or less and performance plan upon which it is based and any summary rating.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.
(b)	All other performance plans and ratings.	Destroy when ⁴ / ₃ years old or when no longer needed, whichever is sooner.
(4)	All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	Destroy ⁴ / ₃ years after date of appraisal.
(5)	Supporting documents.	Destroy ⁴ / ₃ years after date of appraisal or when no longer needed, whichever is sooner.