

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-GRS-82-2	
DATE RECEIVED October 12, 1982	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-26-82 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
OFFICE OF PERSONNEL MANAGEMENT

2 MAJOR SUBDIVISION
Information Management Division

3 MINOR SUBDIVISION
Information Systems Plans and Policies Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Charles R. Chesek

5 TEL EXT
632-6883

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

- A Request for immediate disposal
- B Request for disposal after a specified period of time or request for permanent retention.

C DATE 10/12/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William C. Duffy</i> William C. Duffy	E TITLE Chief, Information Systems Plans and Policies Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
23.	<p>Delete the present General Records Schedule 1, item 23 (Performance Rating Records) and substitute the following:</p> <p><u>Employee Performance File System Records</u></p> <p>a. Non-SES appointees (as defined in 5USC 4301(2))</p> <p>(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.</p> <p>Destroy after the employee completes one year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice.</p> <p>(2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.</p> <p>Destroy upon supersession.</p>		<i>[Signature]</i>

Closed out: 10/27/82:cm

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>a. (3) Performance-related records pertaining to a former employee.</p> <p>Destroy when 3 years old or when no longer needed, whichever is sooner.</p> <p>(4) All other summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based.</p> <p>Destroy 3 years after date of appraisal.</p> <p>(5) Supporting documents</p> <p>Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.</p> <p>b. SES appointees (as defined in 5USC 3132a(2))</p> <p>(1) Performance appraisals, along with job elements and standards (job expectations) upon which they are based.</p> <p>Destroy after 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee.</p> <p>(2) Supporting documents</p> <p>Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.</p> <p>(3) Former SES appointees</p> <p>RESERVED</p> <p>C. Presidential appointees</p> <p>RESERVED - Disposition not approved.</p> <p>OPM CONCURRENCE: <i>[Signature]</i> Asst. Dir. for Workforce Information Name/Title/Date 10/12/82</p>		<p>See p.3 for revised version of item b.</p> <p>Due 10/20/82</p> <p>CRC</p> <p>10/20/82</p>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<p><i>CRC</i> <i>10/20/82</i> <i>DWC</i> <i>10/20/82</i></p>	<p>b. SES appointees (as defined in 5 USC 3132a(2))</p> <p>(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Destroy upon supersession.</p> <p>(2) Performance-related records pertaining to a former SES appointee. RESERVED. <i>Disposition not approved.</i></p> <p>(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based. Destroy 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee.</p> <p>(4) Supporting documents. Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.</p>		