

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-GRS-88-3

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

DATE RECEIVED

1-20-88

1 FROM (Agency or establishment)

National Archives and Records Administration

2 MAJOR SUBDIVISION

Office of Records Administration

3 MINOR SUBDIVISION

Records Appraisal and Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER

Christopher M. Beam

5 TELEPHONE EXT

724-1490

DATE

1/25/88

ARCHIVIST OF THE UNITED STATES



NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

1/20/88

C SIGNATURE OF AGENCY REPRESENTATIVE

Kenneth F. Rossman

D TITLE

Director, Records Appraisal and Disposition Division

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

1

Amend General Records Schedule 1 (Civilian Personnel Records), item 23, as follows:

Performance

Item 23. ~~Employee Personnel~~ File System Records.

a. Non-SES appointees (as defined in 5 USC 4301[2]).

(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.

Disposition: Place records on left side of the Official Personnel Folder and forward to gaining Federal agency upon transfer or to the National Personnel Records Center if employee leaves Federal service, as per GRS 1, item 1b.

~~Disposition thereafter will be in accordance with item 23a(3)(b) of~~

Copies sent to NCF nrf

1/26/88

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.</p> <p>(b) All others.</p> <p><u>Disposition:</u> Destroy when 3 years old or when no longer needed, whichever is sooner.</p> <p>b. SES appointees (as defined in 5 USC 3132a[2]).</p> <p>(2) Performance-related records pertaining to a former SES appointee.</p> <p>(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.</p> <p><u>Disposition:</u> Place records on left side of the Official Personnel Folder and forward to gaining Federal agency upon transfer or to the National Personnel Records Center if employee leaves Federal service, as per GRS 1, item 1b. An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23b(2)(b) of this schedule.</p> <p>(b) All others.</p> <p><u>Disposition:</u> Destroy when 5 years old or when no longer need, whichever is sooner.</p>		<p>Revised 3/14/88</p>

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	<p>An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.</p> <p>(b) All other performance ratings and plans.</p> <p><u>Disposition:</u> Destroy when 3 years old or when no longer needed, whichever is sooner.</p> <p>b. SES appointees (as defined in 5 USC 3132a[2]).</p> <p>(2) Performance-related records pertaining to a former SES appointee.</p> <p>(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.</p> <p><u>Disposition:</u> Place records on left side of the Official Personnel Folder and forward to gaining Federal agency upon transfer or to the National Personnel Records Center if employee leaves Federal service, as per GRS 1, item 1b. An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23b(2)(b) of this schedule.</p> <p>(b) All other performance ratings and plans.</p> <p><u>Disposition:</u> Destroy when 5 years old or when no longer need, whichever is sooner.</p>		