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|---|--------------------------------|---|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                                | <b>LEAVE BLANK (NARA use only)</b>  |  |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408    |                                | JOB NUMBER<br>NI-GRS-95-3   | DATE RECEIVED<br>5-8-95                          |
| 1. FROM (Agency or establishment)<br>National Archives and Records Administration |                                | NOTIFICATION TO AGENCY  |  |
| 2. MAJOR SUBDIVISION<br>Office of Records Administration                          |                                | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |  |
| 3. MINOR SUBDIVISION<br>Records Appraisal Division                                |                                |   |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Michael J. Lewandowski                   | 5. TELEPHONE<br>(301) 713-7110 | DATE<br>5/12/95   | ARCHIVIST OF THE UNITED STATES<br>James S. 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<br>5/9/95 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Henry J. Wadley</i> | TITLE<br>Director, Records Appraisal Division |
|----------------|--|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
|             | See attached sheet                              | GRS 1 Item 23                     |                                  |

*Copies sent to agency, NCF, GRS 5/18/95*

1. Employee Performance File System Records (GRS 1 Item 23).

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

- (1) Appraisals of unacceptable performance...
- (2) Performance records superseded through an administrative...
- (3) Performance-related records pertaining to a former employee.

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

Disposition: **Temporary**. Place records on left side of OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of GRS 1). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of GRS 1.

- (b) All other performance plans and ratings.

Disposition: **Temporary**. Destroy when 4 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.

Disposition: **Temporary**. Destroy 4 years after date of appraisal.

- (5) Supporting documents.

Disposition: **Temporary**. Destroy 4 years after date of appraisal or when no longer needed, whichever is sooner.