

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-82-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M 12 18, Managing Government Records Directive. The old GRS was completely superseded.

See <https://www.archives.gov/records mgmt/grs> for the revised GRS, crosswalks, FAQs, tools, and other resources.

Date Reported: 4/19/2019

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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**

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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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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** Date *[Signature]* Archivist of the United States

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 *[Signature]*  
**William C. Duffy**

E TITLE  
**Chief, Information Systems Plans and Policies Branch**


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 <del>or</del> 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*

**Request for Records Disposition Authority - Continuation**

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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><del>b. SES appointees (as defined in 5 USC 3132a(2))</del></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><del>RESERVED</del></p> <p>C. Presidential appointees</p> <p>RESERVED - Disposition not approved.</p> <p style="text-align: center;">OPM CONCURRENCE:    <b>Asst. Dir. for Workforce Information</b>                      Name/Title/Date <u>10/12/82</u></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>	

**Request for Records Disposition Authority – Continuation**

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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></p> <p><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.</p> <p>Destroy upon supersession.</p> <p>(2) Performance-related records pertaining to a former SES appointee.</p> <p>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.</p> <p>Destroy 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee.</p> <p>(4) Supporting documents.</p> <p>Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.</p>		