

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (Agency or establishment)
Department of State

2 MAJOR SUBDIVISION
Bureau of Human Resources

3 MINOR SUBDIVISION
Performance Evaluation

4 NAME OF PERSON WITH WHOM TO CONFER Alice Ritchie
5 TELEPHONE 202 261-8511

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-S9-00-11

DATE RECEIVED
01/02/02

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 4-3-02 ARCHIVIST OF THE UNITED STATES
John W. Cal

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 3 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 December 18, 2001 SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe TITLE Department of State Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED PAGES		

Copies to Agency, NARA, NARA, NARA, NARA

SECTION 9 PERFORMANCE EVALUATION

01 Performance Evaluation General Subject Files.

Reports, memorandums, telegrams, correspondence, issuances, minutes of meetings, agendas for meetings, and other policy documentation documenting significant policy, procedural and organizational matters relating to the development and administration of the Department of State program for performance evaluation, promotion and separation of Foreign Service Officers, and other Foreign Service employees.

- (a) Recordkeeping copy (paper).

DISPOSITION: Permanent. Retain in Performance Evaluation Office (PER/PE) for 10 years. Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-15, item 1))

- (b) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION. Delete within 180 days after recordkeeping copy has been produced.

02 Selection Board Promotion Panel Files. Arranged by Board or Panel and thereunder by types of records.

Includes precepts, comments and recommendations, findings, rankings, promotion lists, class list, membership lists, and other records of Boards and Panels.

- a. Recordkeeping copy (paper).

DISPOSITION: Permanent. Retain in HR/PE for 10 years. Retire to RSC in 1-year blocks for transfer to WNRC. Transfer to the National Archives when 25 years old in 5-year blocks. (N1-59-93-15, item 2)

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Delete within 180 days after recordkeeping copy has been produced

03-04 Reserved.

05 Automated Score Card System.

This on-line system is used to track the career status and progress of individuals in the Foreign Service. Information consists of the individual's name, date of birth, social security number, tenure date, commission date, time-in-class and extensions, Selection Board rankings, promotion history, skill code, senior threshold board requests and related correspondence

DISPOSITION: Temporary Retain in HR/PE office Destroy when active agency use ceases. (NN-173-131, item 6)

06 Automated Report Card System.

This on-line system is used to account for the receipt of and to track evaluation reports. Information includes the names of the rated, rating and reviewing officers, the period covered by the report, the date received in the office, ranking of overall performance and potential, and the rated officer's social security number.

DISPOSITION: Temporary. Retain in HR/PE office. Destroy when active agency use ceases. (NN-173-131, item 6)

07-08 Reserved.

09 Awards Database.

Information relates to Foreign Service and Civil Service employees and is used to update Personnel Audit Reports, for reporting as required by the consent decree in class action suits, and analysis and distribution of awards. Includes data such as name, social security number, grade, assignment, type of award, sex, approval date, dollar amount, hours (for time off), and basis of award

DISPOSITION: Temporary. Retain in HR/PE office. Destroy when active agency use ceases.

10 Awards General Subject Files.

Consists of correspondence, reports, memoranda, staff studies and other documentation of the establishment and administration of awards.

a Material documenting the establishment of specific awards.

(1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 5 years old for transfer to WNRC Destroy when 50 years old. (NC-59-75-8, item 1a)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Delete within 180 days after recordkeeping copy is produced.

b All other material including vouchers and reports.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy when 5 years old. (NC-59-75-8, item 1b)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Delete within 180 days after recordkeeping copy is produced.

11 Programs from Honor Awards Ceremonies.

- a. Recordkeeping copy (paper).

DISPOSITION: Destroy when 10 years old. Earlier destruction is authorized if no longer needed for administrative use. (NC-59-75-8, item 2)

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Delete within 180 days after recordkeeping copy is produced.

12 Employee Suggestion Files.

Suggestion Program Form (DS-1856) and related office and post correspondence submitted under the Department's beneficial suggestions programs.

- a. Recordkeeping copy (paper).

DISPOSITION: Destroy 2 years after case is closed. (NC-59-75-8, item 3)

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Delete within 180 days after recordkeeping copy has been produced