

ED Records Schedule

SCHEDULE LOCATOR NO.: 110

REVISION DATE: 7/15/2010

TITLE: Supervisors' Personnel Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS - See disposition instructions

DESCRIPTION:

Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

DISPOSITION INSTRUCTIONS:

a. Record Copy (GRS 1 Item 18a)

TEMPORARY

Review annually and destroy/delete superseded or obsolete documents, or destroy/delete files relating to an employee within 1 year after separation or transfer.

b. Duplicate Copies Maintained for Reference Purposes and That Do Not Serve as the Record Copy (GRS 1 Item 18b)

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

Supervisors who maintain personnel notes on employees should be mindful of Privacy Act considerations. The Privacy Act requires an agency maintaining a system of records to permit any person to gain access to his or her record or any information about them that is contained in the system of records.

If your personnel notes are retrievable by the name, identifying number, or symbol of an employee, you may have a Privacy Act system of records. If so, the Privacy Act allows the employee to receive a copy of those notes upon request.

To avoid these Privacy Act issues, supervisors should ensure that their personnel notes are:

- Kept and maintained only for the personal use of the supervisor who wrote them,
- **not** circulated to anyone, and
- **not** under the control of the agency, or required by the agency to be maintained.

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ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

GRS 1, Item 18a (ED/RDS Part 1, Item 8a)

GRS 1, Item 18b (ED/RDS Part 1, Item 8b)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

Privacy Act 18-03-04 Files and Lists of Potential and Current Consultants, Grant Applications Reviewers, Peer Reviewers, and Site Visitors

LINE OF BUSINESS: Administration