

ED Records Schedule

SCHEDULE NO.: 266

APPROVED DATE: 08/20/2011

TITLE: ED Organizational Assessment (OA) and Performance Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: N1-441-09-24

DESCRIPTION:

These records are related to the Department's Organizational Assessment (OA), which is the Department-wide performance management system, developed in response to the requirements of Executive Order 13450, *Improving Government Program Performance*, as well as the Office of Personnel Management's requirement that each federal agency evaluate its principal offices on an annual basis. The OA operates at the principal office level and is designed to integrate and align all of the Department's performance management elements, including the *Strategic Plan*, the Secretary's annual priorities, the priorities of the principal offices and other requirements of law and of the President. The OA provides a framework for communicating goals and priorities to employees and for aligning employee performance plans with the objectives of Department and principal offices. The OA measures are incorporated into employee performance plans where appropriate. The OA focuses on activities that support the primary objectives of the principal office and of the Department as a whole.

DISPOSITION INSTRUCTIONS:

a. ED Organizational Assessment and Performance Files

Records include, but are not limited to, strategic plans, principal office improvement plans, contingency plans; progress reports; surveys and interviews and responses to those; communication plans; Excel workbook for documentation of scores, results, priorities, and measures.

TEMPORARY

Cut off files at the end of the fiscal year or calendar year in which report is issued.
Destroy/delete four years after cut off.

b. Visual Performance Suite (VPS) Master Data Files

The VPS collects performance data published in ED's Program Annual Performance Plan and Report, for submission to the OMB and Congress. The VPS automates the process of collecting, reviewing, and publishing the required information. The information is stored in a central repository that is accessed as a web-enabled application via the Department's Intranet (EDNET).

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TEMPORARY

Cut off files at the end of the fiscal year or calendar year in which report is issued.
Destroy/delete four years after cut off.

- d. Duplicate Copies Maintained for Reference Purposes and That Do Not Serve as the Record Copy

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

Follow disposition instructions in ED 065 Reports to Congress and/or the President for ED Annual Performance Plan and Report to OMB and Congress.

Follow disposition instructions in ED 086 information System Supporting Materials for system software; input/source records; output and reports; and system documentation.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

Government Performance and Results Act of 1993
E.O. 13450, Improving Government Program Performance

SPECIFIC RESTRICTIONS:

Line of Business: Departmental/Administration