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CHAPTER 293. PERSONNEL RECORDS AND FILES

1. SCOPE

This chapter contains the policy, procedures, and instructions for the establishment, maintenance, and use of Human Resources Management (HRM) Office records and files. This chapter also supplements the Code of Federal Regulations and OPM Guides in those areas in which the VA has established specific policies, procedures, and guidelines for its field stations and Central Office Headquarters and Executive Resources Team (052) concerning the handling and processing of personnel records:

- a. Where uniformity of action is required.
- b. Where the instructions of OPM provide for optional courses of action.
- c. In the application of the PAID System to personnel operations.
- d. By identifying exceptions to OPM's instructions, regulations, prescribed procedures, or standardized forms approved by the OPM to facilitate the use of automated data processing procedures.

2. POLICY

- a. HRM Office Records. It is the policy of the VA that each HRM Office maintain a minimum of records consistent with economical and efficient management practices and in compliance with legal and regulatory requirements. Only information that is relevant and necessary to the personnel administration purposes of the VA shall be maintained in HRM Office records.
- b. Disposal of Records. Personnel records will be disposed of in accordance with VA disposal schedules.
- c. Control and Follow-up. Stations will use the ADP facilities of the PAID System to the extent possible to control and follow-up on the various personnel actions prescribed by OPM's Guide To Processing Personnel Actions and the VA Personnel Policy Manual MP-5, parts I and II.
- d. Personal Privacy. Stations will ensure that all personnel records are maintained in such a way that the privacy of all individuals concerned is protected.

3. REFERENCES

- a. OPM's Guide To Personnel Record Keeping

- b. OPM's Guide To Processing Personnel Actions
- c. 5 U.S.C. Part 293.
- d. VA Manual MP-6, part V, Supplement No. 1.5.

4. BASIC RECORDS AND FILES

- a. The basic personnel records and files that are to be maintained in VA HRM Offices are:

- (1) Service Control File
- (2) Official Personnel Folder
- (3) Classification and Related Records File
- (4) Chronological File of Notifications of Personnel Actions
- (5) Reduction-in-Force Records.

b. the records listed in OPM's Guide To Personnel Record Keeping and VA Manual MP-6, part V, supplement No. 1.5, are required and will be maintained in HRM Offices and operating offices as provided in those chapters and as supplemented by VA policies and procedures.

5. SERVICE CONTROL FILE

Each HRM Office will maintain a Service Control File consisting of VA Forms 4644, Service Record Card, provided through the PAID System. This file will be maintained as provided in MP-6, part V, supplement No. 1.5, chapter 3. OPM has authorized VA to use VA Form 4644 instead of SF 7. The VA Regional Office, Manila, will continue to use SF 7.

6. OFFICIAL PERSONNEL FOLDER (OPF) FILE

a. Composition. The OPF file is composed of one standard personnel folder (SF 66) for each employee containing the official personnel documents pertaining to the individual's employment record. The folders are alphabetically arranged in an active and an inactive file. The active file consists of a folder for each currently employed individual with a separate section containing the folder of each employee separated for military service with restoration rights to the VA. The inactive file contains the folder of each separated employee for 30 days after the employee's separation except for those employees transferring to another VA installation or another Federal agency. (NOTE: The active personnel folder file may be divided into two or more straight alphabetical files upon determination that the work flow or other operating needs would be better served by such an arrangement.)

b. Establishment of Folder

(1) General. An OPF shall be established when an employee is hired, except when a personnel folder is to be obtained, as specified in the OPM's Guide To Personnel Record Keeping . Pending receipt of a previously established folder, a temporary folder will be established to house the records accumulated in processing the appointment. When a new folder is established, type the employee's name (last, first, and middle initial), date of birth, and social security number on the folder tab (SF 66A). The social security number is to be entered under the last name.

(2) Obtaining Previous Folder. To obtain the previous folder of an employee, the request should be forwarded in accordance with the procedures outlined in OPM's Guide To Personnel Record Keeping. Folders in the custody of other Federal agencies will be requested upon the employee's entrance on duty by forwarding an extra copy of the appointing SF 50B, Notification of Personnel Action, or other official indicating the date the employee entered on duty, to the appropriate office. In the case of an employee transferring from a VA installation, the releasing station will forward the OPF not later than 5 days after the effective date of the transfer. If an employee does not report to the receiving station as planned, the receiving station will notify the releasing station by phone as soon as possible.

(3) Receipt of Previous Folder. Upon receipt of the previous folder, check the contents and, if necessary, rearrange the documents in accordance with OPM's Guide To Personnel Record Keeping. Consolidate the records of the temporary or new folder with those contained in the previous folder. Review the individual's employment record as reflected in the previous folder against the current SF 171, Personal Qualifications Statement, and complete or correct any information required on personnel records. Where review reveals discrepancies, take action as required by appropriate regulation.

c. Location. The OPF for each employee will be maintained in the HRM Office, which has HRM responsibility for the employee's station. The folders for heads of field stations and National Cemetery Supervising Offices will be maintained in Central Office by the Headquarters and Executive Resources Team, VA Central Office (052). The appropriate Veterans Canteen Service Field Office will maintain the personnel folders for Canteen Officers, Assistant Canteen Officers, and Assistant Canteen Officer Trainees.

d. Maintenance and Use

(1) General. OPFs will be maintained on a current basis with all required personnel records properly filed on the right or left side of the folder as specified by OPM's Guide To Personnel Record Keeping and paragraph 6e of this chapter. Records will be filed in chronological order, with the latest document on top. In filing the SF 50B, the effective date of a personnel action will be used for this purpose.

(2) Folder Control. A Personnel Folder Charge Card (VA Form 4520) will be inserted in place of the personnel folder whenever it is temporarily removed from the file. Sufficient information will be entered on the cards to identify the employee, the date the folder has been released. The organizational location of the employee need not be recorded on the card if a separate locator file is maintained as explained in subparagraph (3) below. Regular follow-up action will be taken to insure the return of the folder within a reasonable period of time and to preclude the loss of the OPF. Personnel folders will be kept in lockable metal file cabinets or secured rooms.

(3) Locator File. The personnel folder is used to identify the location of an employee when only employee's name is known. Normally, additional locator files will not be necessary for most VA installations. A monthly alphabetical name listing (LC-009) is provided by the PAID System as an additional locator device.

e. Contents of Folder

(1) Permanent Records. Except as specified in subparagraph (a) below, only those papers and documents designated by the OPM as permanent records may be filed on the right side of the folder. These papers and documents, and filing instructions, are contained in OPM's Guide To Personnel Record Keeping.

(a) Special Filings (Title 38 Employees Only). The following documents pertaining only to employees appointed under Title 38 will be filed in an envelope on the right side of the OPF.

1. VA Form 10-2543, Board Action
2. VA Form 10-2623, Proficiency Report

Although these records will be filed on the permanent side of the OPF, a retention period will be incorporated in the appropriate records control schedule.

(2) Temporary Records. All other OPF records are considered temporary and are filed on the left side of the folder. In general, these are documents leading to a formal action, but not constituting a record of it. Some examples of temporary records are requests for personnel action; papers pertaining to the denial of a within-grade increase; performance ratings (other than outstanding or unsatisfactory); performance appraisals; and letters of counseling, warning, admonishment and reprimand. All temporary records should be disposed of in accordance with existing disposal schedules.

(3) Prohibited Filings. The following records or documents may not be filed on either the right or left side of the folder:

- (a) Discrimination complaint records or decisions.

- (b) Grievance or appeal records.
 - (c) Photographs of employees
 - (d) Pre-employment voucher responses (other than Title 38).
 - (e) Civil Service Commission examination papers.
 - (f) Investigative material and reports.
 - (g) Copies of proposed adverse action, letters of decision, or evidence material.
- (4) Derogatory Information

(a) Before information which is, or may be considered, derogatory to an employee can be entered in the OPF, the HRM Officer will make certain that the employee is informed of the contents and that the inclusion of the information is in keeping with the policy of this chapter.

(b) It should be noted that such derogatory information as debt correspondence and letters of counseling, warning, admonishment, and reprimand are temporary records and should be disposed of in accordance with existing disposal schedules. Since an admonishment, except for patient abuse, must be removed from the OPF after 2 years, documents containing derogatory information which do not lead to a reprimand, suspension, or disciplinary adverse action must also be removed within 2 years.

f. Medical Records. Records of medical examinations and other miscellaneous medical records will be retained in a health unit when it is under the control of a physician or a registered nurse who is under a physician's supervision. Otherwise, medical records will be kept in a separate locked cabinet in the HRM Office. In either case, medical records will not be made a part of the OPF during the employee's service. Appropriate steps will be taken to safeguard the confidentiality of medical records, to assure their access only to personnel who require them to carry out an assigned responsibility, and to insure their inclusion in the personnel folder when the employee transfers or is separated. (See OPM's Guide To Personnel Record Keeping for medical records to be included in OPF when an employee transfers or is separated.) The medical record shall be disclosed to the individual to whom it pertains upon request unless, in the judgment of the personnel physician, access to such record could have an adverse effect upon such individual. In such cases, the information may be transmitted to a physician named by the requesting individual or by the individual's designated representative.

g. Disposition

(1) Preliminary Action. Before a personnel folder is transferred, it will be screened to insure that all required documents are properly filed. Duplicate and extraneous material will be removed. Temporary material will be removed except where the folder is being forwarded to another VA installation. Permanent medical records, as defined in OPM's Guide To Personnel

Record Keeping, will be placed in a sealed envelope. The name, date of birth, and social security number of the employee will be typed on the right side of the envelope and securely attached to the right side of the personnel folder. Other medical records which have only temporary value will be disposed of in accordance with VA disposal schedules. An entry will be made on the separation Service Record Card to indicate the disposition and date of transfer of the folder.

(2) Forwarding to the National Personnel Records Center (Civilian) (NPRC). The disposition, preparation, and transfer of the OPF of separated employees to the NPRC, St. Louis, MO, will be accomplished as described in OPM's Guide To Personnel Record Keeping. OPFs for separated employees will be retained for 30 days and then transmitted promptly to the NPRC, except where it is necessary to retain the folder for a longer period as authorized by OPM. (See OPM's Guide To Personnel Record Keeping) When an employee does not exercise his restoration rights, or it is known sooner that the employee has been released from the military service and does not intend to return to the VA, the personnel folder will be promptly transferred to the NPRC. Requests received for folders which have been retired to the NPRC will be forwarded for action indicating the date the folder was transferred. No acknowledgment need be made to the requesting installation or agency.

(3) Transfer to Another Agency or VA Installation. A covering letter is not required to transmit a folder to another VA installation or Federal agency. The folder will be forwarded in a sealed envelope clearly addressed and labeled, "Official Personnel Folder." Where an SF 1150, Record of Leave Data is required, it will be included in the folder.

(4) Transmittal of Additional Folder Material. Every effort should be made to include all information in the official folder prior to its transfer to the NPRC. If permanent material is discovered after the folder has been forwarded to the NPRC, the material will be forwarded to the NPRC in accordance with the provisions of OPM's Guide To Personnel Record Keeping.

h. Annual Notification to Employees. The probability of losing an OPF is minimal. However, if an OPF should be lost or destroyed, the reconstruction process can be accomplished much easier if the employee has retained copies of pertinent documents. Therefore, the HRM Officer will notify employees, annually, of the importance of retaining copies of pertinent documents filed in their OPF, such as SF 50B, Notification of Personnel Action.

7. DUMMY (WORKING) PERSONNEL FOLDER

a. Establishment. In addition to the OPF, a dummy (working) personnel folder will be established for each employee (except Title 38 employees) upon assignment to a centralized position. See chapter 250, MP-5, part I, and appropriate supplements for listings of centralized positions. SF 66 will not be used for this purpose.

(1) Heads of Field Stations and National Cemetery Supervising Offices. Upon appointment or assignment of heads of field stations and National Cemetery Supervising Offices, the Headquarters and Executive Resources Team (052), VA Central Office. The dummy personnel folder of that incumbent will be retained by the field station.

(2) Canteen Officers, Assistant Canteen Officers, and Assistant Canteen Officer Trainees. The OPF will be forwarded to the appropriate VCS field office. The dummy folder will be established and maintained at the field station.

(3) Other Centralized Positions. Dummy (working) personnel folders for all other centralized positions are prepared at field stations with those documents relating to the employee's assignment, including a current SF 171, Personal Qualifications Statement, and forwarded to Central Office. For VHA positions (other than Assistant Hospital Directors), the folder will be sent to the Associate Deputy Chief Medical Director for Operations (10C). For DDM, NCS and Assistant Hospital Director positions, the folder should be sent to the Headquarters and Executive Resources Team (052), VA Central Office.

b. Contents. As subsequent personnel actions are taken, a copy of the following applicable documents will be forwarded or retained for filing in the dummy personnel folder:

(1) SF 50B, Notification of Personnel Action.

(2) VA Form 4644, Service Record Card, when used to document legislative pay adjustment.

(3) Official letters of admonishment and reprimand and employee's replies. (In cases of withdrawal, field stations will notify Central Office.)

(4) Official letters of commendation.

(5) Copies of notification that performance is not of an acceptable level of competence.

c. Disposition. Dummy personnel folders will not be transferred outside of the agency. Upon separation of the employee or upon leaving a centralized position, the dummy personnel folder will be disposed of in accordance with existing disposal authorities.

8. BOARD ACTION FOLDERS

a. Establishment. Board Action Folders will be set up upon appointment of employees to the below positions when a board action is taken under 38 U.S.C. Chapter 73 or 74. The name of the employee (last, first, and middle initial) and date of birth will be put on the folder tab. The folders are to have "Board Action Folder, Veterans Health Administration (VHA)" typed or stamped on the outer left side. An SF-66, Official Personnel Folder, is not be used for this purpose. A folder is prepared by the field facility and sent to the office below.

Position

Service

Chief, Dental Service
Chief, Central Dental Laboratory;
Director, Dental Education Center

ACMD for Dentistry

Chief of Staff; Assistant Chief of Staff; Distinguished Physician	Office of Patient Care Services
Associate Chief of Staff for Ambulatory Care;	Office of Patient Care Services
Chief, Nursing Service; Assistant Chief, Nursing Service; Associate Chief, Nursing Service; Associate Chief, Nursing Service for Education; Supervisor, Nursing Home Care Unit; and Associate Chief, Nursing Service for the Nursing Home Care Unit	Nursing Service
Associate Chief of Staff for Research and Development	Office of the Chief Research and Development Officer
Chief, Radiology Service	Radiology Staff
Chief, Spinal Cord Injury Service	Chief Consultant Rehabilitation Strategic Healthcare Group
Chief, Nuclear Medicine Service	Nuclear Medicine Staff
Chief, Medical Service	Medical Service
Chief, Neurology Service	Neurology Service
Chief, Rehabilitation Medicine Service	Chief Consultant Rehabilitation Strategic Healthcare Group
Chief, Surgical Service	Surgical Service
Chief, Psychiatry Service	Mental Health Strategic Healthcare Group
All Physicians in Laboratory Service	Pathology and Laboratory Medicine Staff

When initially established, the Board Action Folder will contain a copy of the following documents filed on the right side:

- (1) VA Form 10-2543, Board Action.

(2) VA Form 10-2850, Application for Physicians, Dentists, Podiatrists, and Optometrists; or VA Form 10-2850a, Application for Nurses and Nurse Anesthetists..

(3) SF 50-B, Notification of Personnel Action, for the appointment action.

(4) SF 88, Report of Medical Examination (only for those employees whose appointment required prior Headquarters approval).

(5) Curriculum Vitae for Service Chiefs.

(6) Documentation of concurrence/non-concurrence action by the Dean's Committee, where applicable.

b. Maintenance of Folders

(1) As subsequent personnel actions are taken, a copy of the following documents will be forwarded to Headquarters.

(a) VA Form 10-2543, Board Action.

(b) VA Form 10-2623 or VA Form 10-2623a, Proficiency Report; VA Form 10-2623b, Chief of Staff – Performance Appraisal System.

(c) SF 50-B, Notification of Personnel Action, for conversion actions, name changes, periodic step increases, pay adjustments, reassignments and separation actions (resignations, transfer to another agency, retirement, etc.) Copies of routine personnel actions, e.g., return to duty, FEGLI change, change in organization/cost center, change in retirement plan, etc., will not be forwarded.

(d) Official letters of admonishment and reprimand and employee replies. (In the event that an admonishment or reprimand is withdrawn from the OPF at the field station, notice will be provided to Headquarters so that the disciplinary action can also be removed from the Board Action Folder.)

(2) In all cases where prior approval of the Under Secretary for Health or designee is required (employment actions and subsequent personnel actions), the Board Action Folder copy will be separated and retained by Headquarters. In these cases, facilities are required to submit, as soon as possible, only those documents not forwarded originally.

9. RECORDS AVAILABLE FROM THE NATIONAL PERSONNEL RECORDS CENTER (CIVILIAN)(NPRC)

The NPRC is the sole depository for personnel records of former Federal employees. It is equipped to furnish complete reference service on the records in its custody in response to direct inquiry or the referral of an inquiry received from a Federal or a non-federal source.

10. CLASSIFICATION AND RELATED RECORDS FILE

The classification and related records file provides a detailed description of the duties, responsibilities and functions performed in an organization. While it is used primarily in the classification of positions, it also provides information for management and organizational studies. It may also be utilized as a ready reference in the recruitment and placement program as well as the other functional program areas of the HRM Office.

a. Active Position File. This is official position description file. It consists of the original OF 8, Position Description, for all established positions filed by the organization in which the position is located. Within each organizational segment, position descriptions will be filed by grade from highest to lowest. For position classification statements will be filed with the active position descriptions for the organizational element concerned. The organizational chart should show the title, series code, grade, and number of each position, and the total number of such positions authorized. The functional statement should consist of a concise description of the purpose of each unit identified in the organizational chart. When documentation is required, position reports, desk audit reports, or pertinent classification notes will usually be attached to the original position description for ready accessibility to each reviewer. If not so attached, an appropriate notation on the description should give the file location of such documents.

b. Canceled Position File. This file consists of position descriptions that have been officially canceled. The entry, "Canceled," the effective date, reason for cancellation, and any other identifying data needed locally will be noted on the position description. This file should be maintained by classification series. Within each occupation series the position descriptions will be filed by grade from the highest to the lowest.

c. Classification and Job Grading Review/Appeal File. A complete record of material related to classification or job grading review requests and appeals will be maintained. The file will consist of a copy of the position description and organizational chart, supervisory comments, site audit results (if conducted), position evaluation report and VA or OPM decisions. The appellant and subsequent incumbents of the position may review the contents of the appeal file upon request.

11. CHRONOLOGICAL FILE OF NOTIFICATIONS OF PERSONNEL ACTION

The HRM Office will maintain a file consisting of the chronological file copy of the SF 50, Notification of Personnel Action. These forms will be filed by day in chronological order with the most recent form on top. They will be grouped by accessions, changes, and separations, and in alphabetical order within each group. If desired, promotion actions may be a separate group following the other changes. These groups may be filed in separate folders to permit more effective use by members of the HRM Office staff for such purposes as placement follow-up,

orientation training, analysis and evaluation of personnel actions, turnover studies, and other such uses. The file must be systematically arranged and maintained to permit ready review by representatives of the OPM.

12. REDUCTION-IN-FORCE RECORDS

Each HRM Office is responsible for maintaining at all times the records necessary to determine the retention standing of its employees. The principal source of information for this purpose is the Service Record Card, VA Form 4644, and the record of competitive levels that has been established. The basic information needed to determine retention preference in a reduction-in-force is specifically detailed in 5 CFR Part 351. Procedures for obtaining retention information from the PAID System are outlined in MP-6, part V, supplement No. 1.5, chapter 6. HRM Offices will assure that reduction-in-force records are established and maintained in accordance with OPM regulations.

13. ADVERSE ACTION, APPEAL, AND GRIEVANCE FILES

a. Adverse Actions. When an adverse action is proposed against an employee, an adverse action evidence file, separate from the OPF, will be established in accordance with the procedures in MP-5, part I, chapter 752, and section 752.105 of 5 C.F.R.

b. Employee Appeals. When an employee appeals an adverse action under the appeals system, the adverse action evidence file becomes the employee appeal file. In addition to those documents required in the adverse action file, the employee appeal file should contain those records cited in MP-5, part I, chapter 771, and section 771.204 of 5 CFR.

c. Grievances. When a formal grievance is submitted, the HRM Officer will establish a grievance file, separate from the OPF, in accordance with MP-5, part I, chapters 711 and 771.

d. Disposition. The adverse action, appeal, and grievance files are not part of the employee's OPF. They do not follow the employee in the event of transfer, but remain at the station at which the action was taken or the appeal or grievance was processed. These files are disposed of in accordance with VA disposal schedules.

14. Employee Performance Folder

a. Coverage. An Employee Performance Folder will be maintained on employees covered under Chapter 430 of this manual, SES employees, non-physician Directors appointed under Title 38, and employees of the Veterans Canteen Service. Employee Performance folders on Senior Executives and non-physician Directors will be maintained and disposed of in accordance with OPM regulations and Chapter 920 of this manual.

b. Establishment

(1) General. An Employee Performance Folder will be established when an employee is appointed except where the previous folder is received from another VA facility in accordance with subparagraph e(1) below. The VA will use an envelope system (VA Form 3495, Employee Performance folder) as the Employee Performance Folder. When the folder is established, the employee's name (last, first, middle initial), date of birth, and social security number will be typed in the space provided.

(2) Location. The Employee Performance Folder will be filed unattached in the Official Performance Folder. Records on those positions listed in paragraph 6c of this chapter will be maintained in VA Central Office with the OPF. Folders on SES appointees and non-physician Directors appointed under Title 38 will be maintained in the Headquarters and Executive Resources Group, VA Central Office (052).

c. Extension File. An Employee Performance Folder extension file is authorized to be maintained in Central Office when deemed appropriate by the Department or Staff Office head for employees in Central Office and for those field employees occupying centralized positions. An extension file is authorized to be maintained for field employees when deemed appropriate by Directors of field facilities. The purpose of the extension file is to assist rating officials in carrying out their responsibilities in regard to the performance appraisal of employees. Such an extension file may be maintained at the appropriate supervisory/managerial level to meet local needs. An appropriate file folder will be used. The security requirements contained in MP-5, Part I, Chapter 297, must be met prior to establishing an extension Employee Performance Folder. The extension file may contain copies of documents filed in the Employee Performance Folder. In addition, other performance related material needed by supervisors/managers to assist them in carrying out their responsibilities in evaluating employee performance (e.g., performance related notes and memorandums, individual production records, quality control records, performance counseling, etc.) may be maintained.

d. Content and Retention. The following documents will be filed in the Employee Performance Folder and will be disposed of by burning, shredding, or otherwise treating to destroy their legibility:

(1) Performance appraisals and standards including: VA Form 3482b, Performance Appraisal for Supervisory Employees; and VA Form 3482c, Performance appraisal for Non-Supervisory Employees. These forms will be retained for four(4) years in accordance with OPM regulations and then destroyed.

(2) Any documents used to support an appraisal and attached to the performance appraisal. Such records will be retained for three (3) years and then destroyed.

(3) Any recommendation for actions based on performance. For example: (1) SF 182, Request, Authorization, Agreement, and Certification of Training, or similar document used to recommend a performance related action. Records will be retained for one (1) year and then destroyed.

NOTE: SF's 50-B, Notification of Personnel Action, which document approved performance related personnel actions; VA Form 4659, Incentive Awards Recommendation; and similar documents for approved performance related actions will be filed in the OPF. Copies of these documents may be retained in the extension file.

(4) Any documents used to support recommendations under (3) above and the final agency decision on the matter. Records will be retained for one (1) year and then destroyed.

(5) Supervisor's/manager's performance related records (i.e., performance related notes or memorandums, individual production records, quality control records, performance counseling, etc.) whether maintained in the Employee Performance Folder or in an extension file, shall be destroyed when no longer needed but not more than sixty (60) days after the end of the rating period unless they support the appraisal in which case they will be retained for one (1) year.

(6) Individual Development Plan (VA Form 4692) will be retained until completion or three (3) years, whichever is earlier.

(7) Records pertaining to unacceptable performance where a notice of proposed action is initiated but not effected. These records will be destroyed within thirty (30) days of completion of one (1) year of acceptable performance from the date of the written advance notice of proposed action.

(8) Performance records relating to actions overturned through administrative or judicial procedure. These records will be destroyed within sixty (60) days of receipt of the final decision on the matter.

(9) Any extra copies of supervisory appraisals used in considering employees for promotion or other position changes originated in conjunction with the merit promotion plan. These records will be disposed of when superseded or after one (1) year, whichever is earlier.

(10) Performance related records needed in connection with an ongoing administrative, negotiated, quasi-judicial, or judicial proceeding which are not part of another system of records (Grievance, EEO, Appeal, etc.) shall be retained as long as necessary beyond the above retention schedules.

e. Disposition. Documents maintained in the Employee Performance Folder are not considered permanent and will not be sent to the National Personnel Records Center upon separation.

(1) Assignment Changes Within the VA. The Employee Performance Folder will be forwarded to the gaining VA facility along with OPF.

(2) Separations and Interagency Transfers. The Employee Performance Folder will be removed from the OPF and destroyed ninety (90) days after separation or transfer.

(3) Extension File. Extension files will not be transferred when an employee moves to a position under a different supervisor or separates from the agency and will be destroyed ninety (90) days after the change or separation has occurred.

f. Responsibilities. The HRM Officer is responsible for ensuring the Employee Performance Folder and any extension file are maintained in accordance with the provisions of this chapter and the Privacy Act provisions in Chapter 297 of this manual and Parts 293 and 297 of 5 CFR. The HRM Officer will establish procedures to assure that maintenance of Employee Performance Folders and any extension files is in accordance with the retention schedule contained in paragraph d. above. These responsibilities also apply to officials in Central Office having custody of Employee Performance Folders or extension files.