

4.8 PERFORMANCE MANAGEMENT

The activity of evaluating and directing employee performance progress and goals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03002 Rev. 1	<p>Performance Evaluations – Employee</p> <p>Records relating to regularly scheduled performance evaluations of employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Completed and signed evaluations; • Expectations review and acceptance. <p><i>Note: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Retain for 3 years after completion of next evaluation</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03024 Rev. 1	<p>Performance Evaluations – Supervisor Preparation</p> <p>Records gathered by an employee's supervisor in preparation for employee's performance evaluation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notes of performance, training and development; • Job assignments; • Other related documentation. <p><i>Note: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Retain until completion of evaluation</p> <p><i>and</i></p> <p>resolution of any ongoing performance issues</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM