

Filing, Disposition, and Disclosure & the Employee Performance File (EPF)

1. The performance plan and appraisals must be maintained by the rating official for four years for GS/GM employees.
2. Performance plans and ratings superseded, e.g., through administrative or judicial procedure, must be destroyed by burning or shredding.
3. Records must be destroyed after four years. Ratings older than four years may be used only for statistical purposes, not to affect actions.
4. When an employee moves to another servicing human resources office within Commerce or another Federal agency, rating officials should forward the Employee Performance File (EPF), which includes all performance management related documents to Department's Human Resources Operations Center in room 7412, so that the EPF can be forwarded to the gaining organization. Rating officials should use the [EPF standard operating procedure](#) to ensure that only the documents required in the EPF are forwarded to OHRM.
5. Disclosure of performance-related information is subject to privacy act provisions.
6. Appraisals with final summary ratings of Level 1 resulting in a notice of a proposed adverse action that is issued but not effected, must be destroyed after the employee has completed one year of performance following the notice of the proposed removal or reduction in grade.
7. Records kept electronically are subject to the same disposition requirements.