

Record Retention
 Policy 1.40, Performance Planning and Evaluation
 Policy 1.45, Probationary Period

Form	Retention Location	Retention Duration	Access to Information
Annual EWP	Employee's Personnel File	Same as personnel file retention	Employee, Supervisor (See Policy 6.10)
Probationary Review	Employee's Personnel File	Same as personnel file retention	Employee, Supervisor (See Policy 6.10)
Interim Evaluations	Supervisor's file	Until completion of annual evaluation	Employee, Supervisor (See Policy 6.10)
Acknowledgement of Extraordinary Contribution	Supervisor's file OR In personnel file if used to support overall rating of Extraordinary Contributor	Until completion of annual evaluation OR Same as personnel file retention	Employee, Supervisor (See Policy 6.10)
Notice of Improvement Needed/Substandard Performance	Supervisor's file OR In personnel file if used to support overall rating of Below Contributor	Until completion of annual evaluation OR Same as personnel file retention	Employee, Supervisor (See Policy 6.10)
Self Evaluation information	Supervisor's file	At least 30 days beyond annual evaluation presentation	Employee, Supervisor (See Policy 6.10)
Upward Feedback information (input from employees)	Manager's file	Agencies may determine timing for requesting information to be used for supervisors' development. This needs to be documented in agency's Salary Administration Plan.	Supervisor (subject of record), Manager (See Policy 6.10)
Upward Feedback information (compiled information from employees)	Manager's file	At least until the end of the performance cycle.	Supervisor (subject of record), Manager (See Policy 6.10)