

Table 3-C (Guide to Personnel Recordkeeping): Awards

List of documents This table provides instructions for filing awards.

| DOCUMENT | PERSONNEL FOLDER FILING INSTRUCTIONS |
|--|---|
| <p>AGENCY FORMS</p> <p>Agency forms, certificates, letters, etc. for cash awards that do not affect an employee's rate of basic pay</p> | <p>Retain documents on the right side only if they show that an award was granted under a formal agency award program and:</p> <ul style="list-style-type: none"> ● the award was dated prior to 1986. (Standard Form 50 became the official documentation for awards in 1986.) <p>OR</p> <ul style="list-style-type: none"> ● the award was dated between 1986 and 1998 and the agency form was an approved substitute for the Standard Form 50. <p>Effective January 1, 1999, only documentation of Senior Executive Service rank awards may be filed on the right side of the Official Personnel Folder. No other awards actions effective after December 31, 1998, are authorized for long term (right side) retention.</p> |
| <p>AWARD JUSTIFICATION</p> <p>Award justification and other reference material</p> | <p>Do not file this material in the personnel folder.</p> <p>File this material according to agency instructions. Recommendations for awards and supporting documentation are part of the Employee Performance Records system discussed in Chapter 1.</p> |