

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0014

Status: APPROVED
Date Approved: 11/03/2016

General Information

| | |
|--|--|
| Agency or Establishment | General Records Schedules (National Archives and Records Administration) |
| Record/Scheduling Group | GRS - General Records Schedules |
| Records Schedule Applies To | Agency-wide |
| Schedule Subject | GRS 2.6: Employee Training Records Revised |
| Additional Schedule Information | <p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records about designing, developing, and implementing employee training within Federal agencies that is not mission-related. Typically, such training is routine or mandatory and covers general knowledge and actions all agencies expect of employees, such as training on information security, anti-harassment, ethics, EEO compliance, drug-free workplace, records management, and travel card use. In other words, training on administrative activities. It does not include specialized training for firearms, health and safety, national defense, political appointees, or mission-specific training, which may document an agency's program objectives or illustrate program operations. This schedule includes documentation of employee training provided from any source (internally or externally via private vendors or other agencies) and applies to all groups of Federal workers, civilian, military, and contractors.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p> |
| Is There a Classified Version of This Schedule? | No |
| Is consultation and coordination with Tribal Governments required? | Predate requirement |

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Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 5

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-GRS-2016-0014

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Non-mission employee training program records. | Temporary |
| 0002 | Ethics training records. | Temporary |
| 0003 | Individual employee training records. | Temporary |
| 0004 | Senior Executive Service Candidate Development Program (SESCDP). : Program records. | Temporary |
| 0005 | Senior Executive Service Candidate Development Program (SESCDP). : Case records on SESCO participants. | Temporary |

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Records Schedule Items

| | | |
|---|---|----------------------------------|
| DAA-GRS-2016-0014-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Non-mission employee training program records. | |
| Item Description | <p>Exclusion: This item does not cover ethics-related training. Ethics training is scheduled by item 020.</p> <p>Records about planning, assessing, managing, and evaluating an agency's training program: plans, reports and program evaluations organizational and occupational needs assessments employee skills assessments employee training statistics notices about training opportunities, schedules, or courses mandatory training tracking and reporting files logistics and coordination documents Authorization, Agreement and Certification of Training (SF-182) and similar records registration forms, employee attendance records syllabi, presentations, instructor guides, handbooks, and lesson plans reference and working files on course content other course materials, such as presentations and videos student, class, or instructor evaluations</p> <p>Note: Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.</p> | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | | |
| MANUAL CITATION | | |
| Agency Code | GRS 2.6, item 010 | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| | Superseded Items | |
| Superseded Item | Item Superseded in Part? | Explanation |
| DAA-GRS-2015-0005-0001 (in part) | Yes | DAA-GRS-2015-0005-0001 (in part) |
| DAA-GRS-2015-0005-0003 (in part) | Yes | DAA-GRS-2015-0005-0003 (in part) |

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| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Temporary |
| Retention Period | Other: Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |

| | | |
|---|--|----------------------------------|
| DAA-GRS-2016-0014-0002 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Ethics training records. | |
| Item Description | Records include but are not limited to: administration of new employee ethics orientations. annual, and other types of ethics training agency's annual written plans notices about training requirements and course offerings rosters of employees required to attend and verification of training completed instructor guides, handbooks, handouts and other materials | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | | |
| MANUAL CITATION | | |
| Agency Code | GRS 2.6, item 020 | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| | Superseded Items | |
| Superseded Item | Item Superseded in Part? | Explanation |
| DAA-GRS-2015-0005-0001 (in part) | Yes | DAA-GRS-2015-0005-0001 (in part) |
| DAA-GRS-2015-0005-0003 (in part) | Yes | DAA-GRS-2015-0005-0003 (in part) |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Temporary | |

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| Retention Period | Other: Destroy when 6 years old or when superseded, whichever is later, but longer retention is authorized if required for business use. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |

| DAA-GRS-2016-0014-0003 | STATUS: Active | | | | | | |
|---|--|--------------------------|-------------|---|----|--|----|
| ITEM GENERAL INFORMATION | | | | | | | |
| Item Title | Individual employee training records. | | | | | | |
| Item Description | <p>Records documenting training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include:</p> <ul style="list-style-type: none"> completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors) Individual Development Plans (IDPs) mentoring or coaching agreements <p>Exclusion: Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item.</p> | | | | | | |
| Is this item media neutral? | Yes | | | | | | |
| Is this item a Big Bucket? | | | | | | | |
| MANUAL CITATION | | | | | | | |
| Agency Code | GRS 2.6, item 030 | | | | | | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | | | | | | |
| Does this item supersede existing disposition authorities? | Yes | | | | | | |
| Superseded Items | | | | | | | |
| Superseded Item | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: left;">Item Superseded in Part?</th> <th style="width: 40%; text-align: left;">Explanation</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">DAA-GRS-2015-0005-0005 (which was never issued via transmittal)</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Is this item a deviation from the GRS?</td> <td style="padding: 5px;">No</td> </tr> </tbody> </table> | Item Superseded in Part? | Explanation | DAA-GRS-2015-0005-0005 (which was never issued via transmittal) | No | Is this item a deviation from the GRS? | No |
| Item Superseded in Part? | Explanation | | | | | | |
| DAA-GRS-2015-0005-0005 (which was never issued via transmittal) | No | | | | | | |
| Is this item a deviation from the GRS? | No | | | | | | |
| DISPOSITION INSTRUCTION | | | | | | | |
| Final Disposition | Temporary | | | | | | |

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| Retention Period | Other: Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |

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|--|--|-------------|
| Group Title | Senior Executive Service Candidate Development Program (SESCDP). | |
| Group Description | SESCDP is an OPM-approved training program designed to develop employees with strong executive potential to qualify them for and authorize their initial career appointment in the Senior Executive Service. | |
| DAA-GRS-2016-0014-0004 STATUS: Active | | |
| ITEM GENERAL INFORMATION | | |
| Item Title | Program records. | |
| Item Description | Records documenting program scope, policies, planning, budget, and curriculum planning. | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | | |
| MANUAL CITATION | | |
| Agency Code | GRS 2.6, item 040 | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| Superseded Item | Superseded Items | |
| | Item Superseded in Part? | Explanation |
| DAA-GRS-2015-0005-0013 | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Temporary | |
| Retention Period | Other: Destroy when no longer needed for business use. | |
| ADDITIONAL INFORMATION | | |

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Signatory Information

| Action | User | Date |
|---------------|----------------|-------------|
| Accept | Data Migration | 08/30/2016 |
| Approve | David Ferriero | 11/03/2016 |