

GRS 2.6 Employee Training Records

This file contains two documents. The Draft Schedule contains the proposed text of the new GRS in publication format. The Draft Appraisal Memorandum provides additional background explanation and includes the appraiser's justification for the retention decisions proposed in the schedule.

THE SCHEDULE IS NOT APPROVED FOR USE.

National Archives and Records Administration
Office of the Chief Records Officer
GRS Team
February 2022

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GENERAL RECORDS SCHEDULE 2.6: Employee Training Records

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.

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.

Item	Records Description	Disposition Instruction	Disposition Authority
010	SUPERSEDED (Non-mission employee training program records) [DAA-GRS-2016-0014-0001 will be superseded by GRS 2.6 items 001 and 003.]		
001	Non-mission employee training program records Records related to administration of non-mission related employee training programs. Includes but is not limited to: <ul style="list-style-type: none">● 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 Exclusion: This item does not cover ethics-related training. Ethics training is scheduled by item 002. Note: Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010. <i>Supersedes: DAA-GRS-2016-0014-0001 (in part)</i>	Temporary. Destroy when 3 years old, but longer retention is authorized for business use.	DAA-GRS-2022-000X-0001
002	Ethics training program records. Records created by the agency's ethics program related to training employees about their ethics responsibilities. Records include but are not limited to:	Temporary. Destroy when 6 years old, but longer retention is	DAA-GRS-2022-000X-0002

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	<ul style="list-style-type: none"> ● 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 <p><i>Supersedes: DAA-GRS-2016-0014-0002 (in part)</i></p>		authorized if required for business use.	
003	<p>Non-mission employee training course records Includes training course materials for non-mission related employee training, including ethics training. Records include but are not limited to:</p> <ul style="list-style-type: none"> ● syllabi, presentations, instructor guides, handbooks, and lesson plans ● reference and working files on course content ● other course materials, such as presentations and videos <p>Note: This item can be applied to course materials that an agency has either created internally or purchased from an outside source, provided the agency has ownership of the records.</p> <p><i>Supersedes: DAA-GRS-2016-0014-0001 (in part), DAA-GRS-2016-0014-0002 (in part)</i></p>		Temporary. Destroy 3 years after superseded or obsolete, but longer retention is authorized for business use.	DAA-GRS-2022-000X-0003
020	<p>SUPERSEDED (Ethics training records) [DAA-GRS-2016-0014-0002 will be superseded by GRS 2.6, items 002 and 003.]</p>			
030	<p>Individual employee training records. 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> <p>Note: Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.</p> <p><i>Supersedes: DAA-GRS-2016-0014-0003</i></p>		Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2022-000X-0004
040	<p>Senior Executive Service Candidate Development Program (SESCDP). SESCDP is an OPM-approved training program designed to develop employees with strong executive potential to qualify them for and</p>	<p>Program records. Records documenting program scope, policies,</p>	Temporary. Destroy when no longer needed for business use.	DAA-GRS-2016-0014-0004 NO CHANGE

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	authorize their initial career appointment in the Senior Executive Service.	planning, budget, and curriculum planning.		
041		Case records on SESCDP participants. Records documenting training, developmental assignments, mentor agreements and evaluations, and SES Development Plans. <i>Supersedes: DAA-GRS-2016-0014-0005</i>	Temporary. Destroy 1 year after certification or separation from the program, but longer retention is authorized if required for business use.	DAA-GRS-2022-000X-0005



Office of the Chief
Records Officer for the
U.S. Government

Date: January 14, 2022
Appraiser: Andrea M. Riley, ACRS
Agency: General Record Schedules (GRS)
Subject: DAA-GRS-2022-000X

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INTRODUCTION

Schedule Subject

GRS 2.6, Employee Training Records - Revision

Additional Background Information

NARA is revising GRS 2.6, Employee Training Records, to enable a computer to convert disposition instructions into code that it can implement. In other words, we seek to make the instructions machine-implementable. These instructions must have only one retention type in order for the computer to know what to do. A retention type identifies the general point in time when retention starts, either at the point of creation (an age- or creation-based retention, such as “Destroy when 3 years old”) or when a certain event occurs (an event-based retention, such as “Destroy 3 years after final action”). For this reason, we find it necessary to break some larger aggregate items into smaller items to accommodate the different retention requirements.

The following changes have been made to this schedule:

- Creation of new item GRS 2.6, item 001 for non-mission-related employee training program records that partially supersedes GRS 2.6, items 010. These records have been set apart because their retention is age-based.
- Creation of new item GRS 2.6, item 002 for ethics training program records that partially supersedes GRS 2.6, item 020. These records have been set apart because their retention is age-based. They have a longer retention than other non-mission related training records per the Office of Government Ethics.
- Creation of new item GRS 2.6, item 003 for non-mission-related employee training course materials records that partially supersedes GRS 2.6, items 010 and 020. These records have been set apart because their retention is based on when the records become superseded or obsolete.
- Updates to the disposition instructions for GRS 2.6, item 030, Individual employee training records, and item 041, Case records on Senior Executive Service Candidate Development Program (SESCDP) participants.
- GRS 2.6, items 010 and 020, have been superseded in full.

Overall Recommendation

Approval of the attached schedule is recommended based on NARA Directive 1441 Appraisal Policy of the National Archives and Records Administration.

APPRAISAL

Item 0001 (GRS 2.6, item 001): Non-mission employee training program records.

The item only applies to employee training related to administrative activities such as privacy, records management, cybersecurity, anti-harassment, etc. This item does not cover agency training related to activities associated with carrying out the agency's mission. This item has been revised to cover non-mission employee training program records, but not course materials.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Records relate to administrative housekeeping activities. Non-mission-related employee training refers to the various mandatory training required of all federal employees on administrative activities.

*Previously approved as temporary. DAA-GRS-2016-0014-0001, Non-mission employee training program records.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The previous retention for these records was either 3 years or 3 years after superseded or obsolete. The event-based instruction was intended for course materials, which should be retained until superseded or obsolete. These items are now covered under item 0003. There is essentially no change in how long these records should be retained.

Media Neutrality: Approved

Item 0002 (GRS 2.6, item 002): Ethics training program records.

This item has been revised to separate ethics training program records from ethics training course materials, as they have different retentions.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Records relate to administrative housekeeping activities. Federal employee ethics programs exist to prevent financial conflicts of interest to help ensure government decisions are made free from personal financial bias. One element of these programs is to provide annual training. Records related to employee ethics programs are covered by GRS 2.8.

*Previously approved as temporary. DAA-GRS-2016-0014-0002, Ethics training records.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The previous retention for these records was 6 years or when superseded. The event-based instruction was intended for course materials, which should be retained until superseded or obsolete. These records are now covered under item 0003. There is essentially no change in how long these records should be retained.

Media Neutrality: Approved

Item 0003 (GRS 2.6, item 003): Non-mission employee training course records.

This item combines non-mission employee training course records with ethics course records under a single disposition authority.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Records relate to administrative housekeeping activities. Non-mission-related employee training refers to the various mandatory training required of all federal employees on administrative activities.

*Previously approved as temporary.

- DAA-GRS-2016-0014-0001, Non-mission employee training program records.
- DAA-GRS-2016-0014-0002, Ethics training records.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The previous retention for non-mission training course materials was either 3 years or 3 years after superseded or obsolete. The previous retention for ethics training course materials was 6 years or when superseded. In both cases, the age-based retention was intended for program records and the event-based retention was intended for course materials, which should be retained at least until they are superseded or obsolete. There is essentially no change in how long non-mission training course materials should be retained. We have increased the retention of ethics training course materials from “destroy when superseded” to “destroy 3 years after superseded or obsolete” to provide a single common authority for all non-mission employee training course materials.

Media Neutrality: Approved

Item 0003 (GRS 2.6, item 030): Individual employee training records.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Records relate to administrative housekeeping activities. Employee training is an activity in the administrative function of personnel management.

*Previously approved as temporary. DAA-GRS-2016-0014-0003, Individual employee training records.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The previous instruction for these records was either to destroy when superseded, or when 3 years old, or 1 year after separation, whichever came first. We have changed the retention to 3 years to simplify management of these records.

Media Neutrality: Approved

Item 0003 (GRS 2.6, item 041): Senior Executive Service Candidate Development Program (SESCDP) - Case records on SESCDP participants.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Records relate to administrative housekeeping activities. These records relate to an employee development program that falls under the general administrative function of personnel management.

*Previously approved as temporary. DAA-GRS-2016-0014-0005, Senior Executive Service Candidate Development Program (SESCDP) - Case records on SESCO DP participants.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The previous instruction for these records was to destroy upon certification or 1 year after separation from the program. We have changed the retention to 1 year after certification or separation to simplify management of these records.

Media Neutrality: Approved

Andrea M. Riley

ANDREA M. RILEY
Appraiser

Supervisor Concurrence: