

ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
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OFFICE OF THE MANAGING DIRECTOR Office of Human Resources

Training Database – This is an automated information system that collects, records, and reports information about the training of FMC employees. Federal agencies are required by regulation to collect information that supports agency determinations of its workforce training needs and to document the results of training and development programs implemented to address those needs by requiring input into the Office of Personnel Management's (OPM) Governmentwide Electronic Data Collection System. OPM created a Governmentwide electronic system to capture employee human resource information, which includes training data. To support this data collection, agencies are required to maintain records of their training plans and to report training data. Agencies were required to have this reporting system in place by December 31, 2006, however, the FMC sought and received an extension to December 31, 2007.

1	Master Data Files. All data are maintained on-line. Each FMC employee is entered into the database using information contained in Part A of the Authorization, Agreement, and Certification of Training (SF-182). Upon receipt of an SF-182, the Training Officer enters the training information from Part B of the form. This information automatically populates the reporting fields for each employee page, and that is the data that is transmitted monthly to OPM through the FMC Intranet. Each employee page has the following headings: ID# (each training entry has a unique consecutive number), Request Date (the date the data was input), Type (individual or group course), Start and End Dates, and Status (whether information has been submitted to OPM). The records can be searched by employee name or Social Security Number. [These records are subject to the Privacy Act.]	New	
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DISPOSITION: Temporary. Cut off at end of the fiscal year in which information has been reported to OPM, destroy 5 years after cutoff or when no longer needed for reference, whichever is later

2. **System Inputs.** Authorization, Agreement, and Certification of Training (SF-182) completed for each employee for each training course attended

DISPOSITION: GRS 1/29b

3. **System Outputs.** Outputs include Monthly Reports to OPM (not printed or maintained by FMC), various ad hoc reports

DISPOSITION: GRS 20

4. **System Documentation.** Contains all system documentation that allows system usage and interpretation, such as data dictionaries, system and user manuals, and other related materials

DISPOSITION: GRS 20