

## 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  
July 31, 2023

**DRAFT**

## 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 - 020	No change		
030	<p><b>Individual employee training records</b> Records documenting training and professional development activities of individual employees, including information about:</p> <ul style="list-style-type: none"><li>• completion of training required by all or most Federal agencies, such as information system security and anti-harassment training</li><li>• professional development activities such as mentoring or coaching, job skills training, Individual Development Plans (IDPs); including SF-182s documenting approval if maintained in the individual employee record</li></ul> <p><b>Exclusions:</b></p> <ol style="list-style-type: none"><li>1. Academic transcripts, professional licenses, civil service exams, or documentation required for employment are not covered by this item. These records should be filed in the Official Personnel File (OPF) as directed in the Guide to Personnel Recordkeeping.</li><li>2. Employee training information that is not reported to OPM for inclusion in an employee’s OPF.</li><li>3. Financial records related to purchase of training or travel for training. These records are scheduled under GRS 1.1, item 010.</li></ol> <p><i>Supersedes: DAA-GRS-2016-0014-0003 – 3 years, 3 years after superseded/obsolete, 1 year after separation</i></p>	<p><b>Temporary.</b> Destroy 1 year after employee separation, but longer retention is authorized if required for business use.</p>	DAA-GRS-202X-000X-0004

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040	<b>Senior Executive Service Candidate Development Program (SESCDP)</b>	<b>No change</b>		
041	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.	<b>Case records on SESCDP participants</b> Records documenting training, developmental assignments, mentor agreements and evaluations, and SES Development Plans.  <i>Supersedes: DAA-GRS-2016-0014-0005 – certification or 1 year after separation from program</i>	<b>Temporary.</b> Destroy <b>1 year after certification or separation from the program</b> , 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:** July 31, 2023  
**Appraiser:** Andrea Riley, ACRS  
**Agency:** General Record Schedules (GRS) **DRAFT**  
**Subject:** DAA-GRS-202X-000X

## 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 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”).

The following changes have been made to this schedule:

- Revisions to item 030, Individual employee training records, to expand coverage for more realistic application and to simplify the disposition instruction.
- Revisions to item 041, Senior Executive Service Candidate Development Program (SESCDP) - Case records on SESCDP participants, to simplify the disposition instruction.

### 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 030): Individual employee training records

This item previously only covered documentation of employee training that was required by all federal employees. The item has been expanded to include documentation of all employee training, provided it is reported to OPM for inclusion in the individual employee’s Official Personnel File (OPF).

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Superseded items:**

- DAA-GRS-2016-0014-0003 (GRS 2.6, item 030, Individual employee training records) - Temporary

**Reason for rescheduling:** To expand the item coverage and make the disposition instruction machine-implementable.

**Appraisal Justification:**

- Records document routine administrative functions, rather than an agency's core mission. Documentation about individual employee training is related to the administrative human resources management function. Additionally, documentation of employee training is captured in the individual employee's Official Personnel File (OPF).
- Previously approved as temporary.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The previous disposition instruction was to destroy the records when 3 years old, 3 years after superseded or obsolete, or 1 year after employee separation. To simplify the instruction and make it machine-implementable, we have revised the disposition instruction to the longest option: "1 year after employee separation." Longer retention is still authorized for business use.

**Media Neutrality:** Approved

**Item 0002 (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

**Superseded items:**

- DAA-GRS-2016-0014-0005 (GRS 2.6, item 041, Senior Executive Service Candidate Development Program (SESCDP) - Case records on SESCDP participants) - Temporary

**Reason for rescheduling:** To make the disposition instruction machine-implementable.

**Appraisal Justification:**

- Records document routine administrative functions, rather than an agency's core mission. Documentation about employee development is related to the administrative human resources management function. Additionally, documentation of employee training is captured in the individual employee's Official Personnel File (OPF).
- Previously approved as temporary.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The previous disposition instruction was to "Destroy upon certification by OPM's Qualifications Review Board (QRB) or 1 year after separation from SESCDP." We have simplified and standardized the retention to make it machine-implementable to "Destroy 1 year after certification or separation from the program." Longer retention is still authorized for business use.

**Media Neutrality:** Approved

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Appraiser