

## Frequently Asked Questions (FAQs) about GRS 2.6, Employee Training Records

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### INTRODUCTION

#### 1. What is the purpose of GRS 2.6?

This schedule provides disposition authority for records about designing, developing, and implementing non-mission-related employee training within Federal agencies.

#### 2. Whom do I contact for further information about this schedule?

Please contact NARA's General Records Schedules Team at [GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov) with questions about this schedule.

### CHANGES FROM THE OLD GRS

#### 3. How does GRS 2.6 differ from the old General Records Schedules?

There are four main differences between the items in the old GRS 1 for employee training records (items 29a1, 29a2, and 29b) and this new GRS 2.6:

- A. Agencies can apply the new GRS to military personnel and contractor training, which was excluded from GRS 1.
- B. GRS 2.6, item 020, provides disposition for non-mission-related syllabi and training materials created by or for an agency. By contrast, GRS 1, item 29a1, excluded training materials created by an agency.
- C. GRS 1, item 29b, covered records related to employee training only when offered by other Government agencies or non-Government institutions. GRS 2.6, item 030, includes records on individual employee training participation regardless of who offers the training.
- D. GRS 2.6 includes new items for the Senior Executive Service Candidate Development Program (SESCDP).

### GENERAL QUESTIONS

#### 4. Why doesn't GRS 2.6 include mission-related training?

Agencies must submit their own schedules for records associated with mission activities (such as law enforcement, wilderness preservation, and aeronautics engineering) because the value of the records varies. For example, NASA has scheduled the records of astronaut training as permanent (N1-255-94-3) but the Federal Reserve System's Training Bureau scheduled its Law Enforcement Unit mission-specific training records as temporary (N1-82-12-1).

#### 5. Why doesn't GRS 2.6 specifically include Learning Management Systems (LMSs)?

GRS 2.6 covers employee training records, so it schedules most content in an LMS, including course content, class tracking, individual development plans, and data reporting. However, financial information related to paying for courses, purchasing course material, paying outside vendors, or paying for training travel is included under GRS 1.1, which covers financial management and reporting records.

**QUESTION RELATED TO ITEM 010**

**6. What is the difference between registration forms and employee attendance records (item 010) and individual training records like certificates (item 030)?**

The records described in items 010 and 030 document different things. Item 010 covers records specific to a particular class, such as registration forms (who intends to come) and attendance records (who actually came). By contrast, individual training records (item 030) document training a single employee takes or plans (including Individual Development Plans (IDPs)). Agencies are also more likely to report registration and attendance records to the Office of Personnel Management (OPM) than individual employee training records.

**7. Why are there 2 different disposition instructions--Destroy when three years old, or three years after superseded or obsolete?**

Item 010, employee training (non-mission, non-ethics), covers a broad range of records that can necessitate different retention periods.

For example, some records may have a short-term business use, but the agency may retain them for reference purposes, such as promotional material created to notify employees what courses are being offered. Once courses are completed, there is no longer a business need to advertise the course. But the agency may want to retain the promotional material as a reference. Since this material has not been superseded or obsolete, it should be destroyed when three years old.

However, this series also includes records that should not be destroyed merely because they are three years old, such as planning documents, skills assessments, or course material. These documents may be updated periodically when needed or every four years; a three-year retention period could therefore be premature. As a result, agencies should retain records of this sort until three years after they are superseded or obsolete.

**QUESTION RELATED TO ITEM 020**

**8. What do I do with training material created by an outside vendor?**

Disposition of vendor-created training materials depends on whether the vendor creates the material specifically for the agency under a contract, or whether the vendor provides the material as a service the agency has purchased access to (such as Skillport). If the vendor develops training material outside the agency specifically for the agency, the agency is likely to own the finished product, making it a Federal record which the GRS may then cover. If the agency is purchasing access to a set of general training materials or resources provided by a vendor and the agency does not own or have rights to the material, then those materials are non-record and the GRS does not cover them.

**QUESTION RELATED TO ITEM 030**

**9. Why do we exclude academic transcripts, professional licenses, and civil service exams?**

Academic transcripts, professional licenses, and civil service exams are evidence of training, but not training received in the course of one's Federal employment. Rather, they are generally prerequisites to being hired for a particular position. These documents are generally included in the long-term section of an employee's Official Personnel Folder (OPF). Licenses may need to be retained or renewed, but this process also falls outside the scope of item 030's coverage ("training required by all or most Federal agencies"). Professional recertification and license renewal is often governed by boards entirely outside the Federal Government. When agencies do sponsor specialized training toward professional credentials, they must schedule these records independently.

**QUESTION RELATED TO ITEMS 040 and 041**

**10. What is the Senior Executive Service Candidate Development Program (SESCDP)?**

The Civil Service Reform Act of 1978 established the Senior Executive Service (SES) to provide a Government-wide, mobile corps of managers within Federal agencies. The Senior Executive Service Candidate Development Program (SESCDP) is a succession management tool and OPM-approved training program designed to develop executive core qualifications.