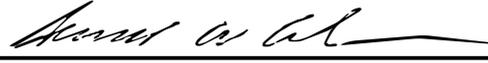


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-545-08-23</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/30/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Russ Cole	5 TELEPHONE NUMBER (301) 734-3253	DATE <i>7/30/07</i>	ARCHIVIST OF THE UNITED STATES 
<b>6 AGENCY CERTIFICATION</b> I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE July 30, 2007	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE GIPSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>All items on this schedule are media neutral per discussion with agency on 1/11/11 wwk</i>		

## **TRAINING (TRN)**

This category deals with policy, plans, procedures, operations, and other material related to training and employee development of Agency personnel

Instructions given are for record copies All other copies are treated as informational unless separately scheduled Informational copies cannot be retained beyond the retention period for the recordkeeping copies

### **1. POLICY**

Policy and guidelines that cover all subjects that impact training If needed, subdivide by type or subject of policy and cross reference to appropriate category  
Includes

- Memos to staff about training requirements
- Guidelines on how to request training
- Requirements for specific training in AgLearn

**Disposition:** Temporary.

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which policy is disseminated Destroy 10 years after cut off or when superseded or obsolete, whichever is later

### **2. REPORTS AND STATISTICS**

Reports and briefings covering all subjects included under this primary subject  
Filed as below

These include

- Employee Development Training Plans Reports that summarize IDP data
- 360 or Supervisory or Management Survey Reports created by the agency to evaluate training requests
- Organizational Assessment Survey data reports or similar surveys that assess organizational needs that are managed by the training office

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which report is created Destroy 10 years after cut off

### 3. BACKGROUND MATERIALS AND RAW TRAINING NEEDS INDIVIDUAL ASSESSMENT AND EVALUATION DATA AND WORKSHEETS

Raw individual employee assessment data or work papers and notes This includes Agency-wide and individual assessments which includes leadership and mandated supervisory and management training Examples include

- Individual employee development plans such as the Individual Development Plan form
- Individual 360 Supervisor or Management Assessments
- Correspondence and e-mails regarding assessments such as IDPs and 360 surveys

**Disposition:** Temporary.

**Recordkeeping Copies** Cut off at the end of the fiscal year in which evaluation or assessment is conducted Destroy 5 years after cut off

### 4. PLANS AND ESTIMATES AND TRAINING PROGRAMS

Correspondence relating to Agency or program long and short-range group training plans and estimates Information requests used to develop administrative and training programs in the following areas administrative training, developmental training, mandated training (e.g. cybersecurity, safety, civil rights, special required training, etc.), supervisory/managerial/leadership training, and technical training Includes the following types of training programs

- Lunch time training programs
- Technical Training Programs on agency specific technical training
- Legal Training
- OPM Competency training such as (Communication skills, Time Management, Financial Management Training, Civil Rights Training)

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which plans and estimates are completed Destroy 3 years after cut off

### 5. TRAINING FACILITIES

Material relating to available training facilities including equipment used for training purposes Includes information on vendors, conference rooms, resources available

**Disposition:** Temporary

**Recordkeeping Copies:** Originating Office Destroy when 3 years old All other offices when 2 years old

## **6. EMPLOYEE TRAINING**

Case files of specially requested individual employee training or office training  
Includes discretionary training and copies of course records, billing information, requests, authorizations, and completion forms

- Group or Team Building Training
- Individually Tailored Employee Programs

**Disposition:** Temporary

**Recordkeeping Copy:** Cut off at the end of the fiscal year in which training is completed Destroy 5 years after cut off