

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0372-2024-0002

Status: APPROVED  
Date Approved: 07/10/2024

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## General Information

Agency or Establishment	Defense Contract Audit Agency
Record/Scheduling Group	0372 - Records of the Defense Contract Audit Agency
Records Schedule Applies To	Agency-wide
Schedule Subject	Learning Management System
Additional Schedule Information	Learning Management System (LMS) is a commercial of-the-shelf system that provides one-stop capabilities for employees and supervisors to better manage the entire spectrum of learning from planning to learning event execution within a single environment. LMS supports employee training and development capabilities for the full learning process, including identification of training requirements, training requests, approvals, delivery of online training, scheduling for classroom training, and recording of course completions. This schedule supersedes DAA-0372-2015-0001, Training Requirements and Information Network Extended (TRAINext) system.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0372-2024-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Employee Training Certification Records	Temporary

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Records Schedule Items

<b>DAA-0372-2024-0002-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Employee Training Certification Records	
Item Description	Documents related to Employee training certification records. Includes National Association of State Boards of Accountancy, NASBA / GAGAS Accreditation and similar accreditation, and student credential files.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	330.7	
Manual Title	Employee Training Certification Files	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
<b>Superseded Items</b>		
Superseded Item	Item Superseded in Part?	Explanation
DAA-0372-2015-0001-0001	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Other: Destroy after 25 years, but longer retention is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	Colleen Shogan	07/10/2024