

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0374-2018-0007

Request for Records Disposition Authority

Records Schedule Number DAA-0374-2018-0007
Schedule Status Returned Without Action

Agency or Establishment Defense Threat Reduction Agency
Record Group / Scheduling Group Records of the Defense Threat Reduction Agency
Records Schedule applies to Agency-wide
Schedule Subject DTRA Learning Management System (LMS)
Internal agency concurrences will be provided No

Background Information DTRA Learning Management System (LMS) is a web-based system used to deliver, track and report both computer based and classroom training. DTRA LMS hosts unlimited online training courses, tracks and reports online training activity, exports training data to various file formats, and allows for customizable administrative permissions.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 0 | 0 | 0 | 1 |

GAO Approval

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Outline of Records Schedule Items for DAA-0374-2018-0007

| Sequence Number | |
|-----------------|---|
| 1 | Defense Threat Reduction Agency Learning Management System (LMS) |
| 1.1 | DAA-0374-2018-0007 Disposition Authority Number: DAA-0374-2018-0007-0001 |

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Records Schedule Items

| Sequence Number | | | | | | | | | | | | | | | |
|---|---|-------------------|-----------|-------------|-----------|-----------------------------|-----|---|-----|---|-----|--------------------|---|------------------------------|---|
| 1 | <p>Defense Threat Reduction Agency Learning Management System (LMS) - Defense Threat Reduction Agency Learning Management System (LMS) is a web-based system used to deliver, track and report both computer based and classroom training. DTRA LMS hosts unlimited online training courses, tracks and reports online training activity, exports training data to various file formats, and allows for customizable administrative permissions.</p> | | | | | | | | | | | | | | |
| 1.1 | <p>DAA-0374-2018-0007</p> <p>Disposition Authority Number DAA-0374-2018-0007-0001</p> <p>The Learning Management System (LMS) supports training and development programs for DTRA personnel. The primary objective was to establish a single platform to maximize education, training, and certification of DTRA employees. In addition, the LMS provides a warehouse of training data and the capability to track and report all training of DTRA military, civilian, and contractor personnel. Personal information includes name, Electronic Data Interchange Personal Identifier (EDIPI), occupational series, grade, supervisory status, organization code, and training history. Access via the DTRA Local Area Network may add computer login information</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Withdrawn</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Destroy when 6 years old, or when no longer required for research or reference in developing future systems, whichever is earlier</td></tr><tr><td>Transfer to Inactive Storage</td><td>Destroy when 6 years old, or when no longer required for research or reference in developing future systems, whichever is earlier</td></tr></table> | Final Disposition | Temporary | Item Status | Withdrawn | Is this item media neutral? | Yes | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes | Do any of the records covered by this item exist as structured electronic data? | Yes | Cutoff Instruction | Destroy when 6 years old, or when no longer required for research or reference in developing future systems, whichever is earlier | Transfer to Inactive Storage | Destroy when 6 years old, or when no longer required for research or reference in developing future systems, whichever is earlier |
| Final Disposition | Temporary | | | | | | | | | | | | | | |
| Item Status | Withdrawn | | | | | | | | | | | | | | |
| Is this item media neutral? | Yes | | | | | | | | | | | | | | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes | | | | | | | | | | | | | | |
| Do any of the records covered by this item exist as structured electronic data? | Yes | | | | | | | | | | | | | | |
| Cutoff Instruction | Destroy when 6 years old, or when no longer required for research or reference in developing future systems, whichever is earlier | | | | | | | | | | | | | | |
| Transfer to Inactive Storage | Destroy when 6 years old, or when no longer required for research or reference in developing future systems, whichever is earlier | | | | | | | | | | | | | | |

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| | | |
|--|------------------------|---|
| | Retention Period | Destroy when 6 years old, or when no longer required for research or reference in developing future systems, whichever is earlier |
| | Additional Information | |
| | GAO Approval | Not Required |

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Agency Certification

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|-----------------------|----------------|----------------------------|--|
| 09/13/2018 | Certify | Sosena Feyissa | Management Analyst | J65 Knowledge Management Plans and Solutions Department - Knowledge Management |
| 09/20/2018 | Return Without Action | Steven Rhodes | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |

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