Request for Records Disposition Authority

Records Schedule Number	DAA-0374-2018-0008
Schedule Status	Approved
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	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. Access is available via the DTRA Local Area Network.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0374-2018-0008

Sequence Number	
1	Defense Threat Reduction Agency Learning Management System (LMS)
1.1	DAA-0374-2018-0008-0001 Disposition Authority Number: DAA-0374-2018-0008-0001

Records Schedule Items

Sequence Number	
1	**Defense Threat Reduction Agency Learning Management System (LMS)** **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.**
1.1	**DAA-0374-2018-0008-0001**

Disposition Authority Number   DAA-0374-2018-0008-0001

The DTRA Learning Management System (LMS) is available to DTRA employees via the DTRA Local Area Network. In the LMS, DTRA schedules classes, assigns training, maintains users, and control groups. Training administrators at the Regional and Field Audit Offices (FAO) levels can create local training events and view subordinates' training history. DTRA allows Instructors to control completion of learning activities and student attendance records. End-users may view the training catalog, self-enroll in courses, and engage Computer Managed Training Library (CMTL) courses and view individual training records with capability to obtain copies of completion certificates. Personal information includes student name, Electronic Data Interchange Personal Identifier (EDIPI), occupational series, grade, supervisory status, organization code, and training history.

Final Disposition	**Temporary**
Item Status	**Active**
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**

Disposition Instruction

Cutoff Instruction	**Cutoff when 6 years old, or when no longer required for research or reference in developing future systems, whichever is earlier**
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**

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
09/14/2018	Certify	Sosena Feyissa	Management Analyst	J65 Knowledge Management Plans and Solutions Department - Knowledge Management
05/22/2019	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/06/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist