

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0509-2012-0005

## Request for Records Disposition Authority

Records Schedule Number      DAA-0509-2012-0005  
Schedule Status                 Returned Without Action

Agency or Establishment        Department of Defense Inspector General  
Record Group / Scheduling Group   Records of the Department of Defense Inspector General  
Records Schedule applies to     Major Subdivision  
Major Subdivision                Office the Deputy Inspector General for Investigations  
Minor Subdivision                Internal Operations Directorate  
Schedule Subject                 Investigations Training Records  
Internal agency concurrences will be provided      No

Background Information            The function of the DCIS Training Program is to prepare individuals to conduct and/or support relevant, objective and timely criminal investigations that protect the integrity of Department of Defense programs and operations.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	11

### GAO Approval

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## Outline of Records Schedule Items for DAA-0509-2012-0005

Sequence Number	
1	<b>Investigations Training Files</b>
1.1	<b>Class Files</b>
1.1.1	(1) General administration documents regarding student selection and solicitations. (2) Reports of early departure indicating if student will recycle. (3) Instruct or Change Sheets. (4) Testing criteria. (5) Course critiques from students. Disposition Authority Number: DAA-0509-2012-0005-0001
1.1.2	(1) Roster – final only. Include biographical information. (2) Schedule – final only. Includes DCIS instructors' (certified and non-certified) names and Federal Law Enforcement Training Center (FLETC)-delivered instruction. Includes team assignments, if applicable. (3) Student attendance sheets. (4) Exams – Student originals, grade sheets, and combined test scores. (5) Instructor prepared Student Evaluations – practical exercises. (6) Course completion certificates, if applicable. (7) Disciplinary records. Disposition Authority Number: DAA-0509-2012-0005-0002
1.1.3	<b>DCIS Training Division Code of Conduct</b> Disposition Authority Number: DAA-0509-2012-0005-0004
1.1.4	<b>Class Photographs, including Seating Photo Charts, if applicable</b> Disposition Authority Number: DAA-0509-2012-0005-0005
1.1.5	<b>Program Records</b>
1.1.5.1	<b>Working Files</b> Disposition Authority Number: DAA-0509-2012-0005-0006
1.2	<b>Instructor (Staff) Training Records</b>
1.2.1	<b>Recordkeeping copy</b> Disposition Authority Number: DAA-0509-2012-0005-0007
1.3	<b>Use of Force Training Records</b>
1.3.1	<b>Recordkeeping Copy</b> Disposition Authority Number: DAA-0509-2012-0005-0008
1.4	<b>Physical Fitness Training (PFT) Records</b>
1.4.1	(1) Annual statistical overview to the Special Agents in Charge (SACs) (memos) (2) Annual Field Office Program Profiles (memos) Disposition Authority Number: DAA-0509-2012-0005-0009
1.4.2	<b>Semi-annual PFT Results/Scores</b> Disposition Authority Number: DAA-0509-2012-0005-0010
1.5	<b>Financial and Budget Records</b>
1.5.1	(a) FLETC training annual projections (staffing) (b) FLETC Quarterly Allocations

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1.5.2

Disposition Authority Number: DAA-0509-2012-0005-0011

(a) FLETC Course Costs by FY (b) Year-end Training Budget Spreadsheet  
Disposition Authority Number: DAA-0509-2012-0005-0012

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## Records Schedule Items

Sequence Number	
1	<b>Investigations Training Files</b>
1.1	<b>Class Files</b> Documents generated for each DCIS specific class
1.1.1	(1) General administration documents regarding student selection and solicitations. (2) Reports of early departure indicating if student will recycle. (3) Instructor Change Sheets. (4) Testing criteria. (5) Course critiques from students.  Disposition Authority Number      DAA-0509-2012-0005-0001  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  Disposition Instruction Cutoff Instruction                      Cutoff at end of CY Retention Period                      Destroy immediately after 5 years  Additional Information GAO Approval                          Not Required
1.1.2	(1) Roster – final only. Include biographical information. (2) Schedule – final only. Includes DCIS instructors' (certified and non-certified) names and Federal Law Enforcement Training Center (FLETC)-delivered instruction. Includes team assignments, if applicable. (3) Student attendance sheets. (4) Exams – Student originals, grade sheets, and combined test scores. (5) Instructor prepared Student Evaluations – practical exercises. (6) Course completion certificates, if applicable. (7) Disciplinary records.  Disposition Authority Number      DAA-0509-2012-0005-0002  Final Disposition                      Temporary Item Status                              Withdrawn

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1.1.3	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at end of CY
	Retention Period	Destroy 40 year(s) after separation of employee
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>DCIS Training Division Code of Conduct</b>	
	Disposition Authority Number	DAA-0509-2012-0005-0004
	Final Disposition	Permanent
	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?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff when superseded or obsolete
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after 20 years
	<b>Additional Information</b>	
	First year of records accumulation	1983
	What will be the date span of the initial transfer of records to the National Archives?	Unknown The Corporate Learning Office sets the (Defense Audit Management Information System) DAMIS policy. A new system is being developed.

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	How frequently will your agency transfer these records to the National Archives?	Unknown N/A
1.1.4	<b>Class Photographs, including Seating Photo Charts, if applicable</b>	
	Disposition Authority Number	DAA-0509-2012-0005-0005
	Final Disposition	Permanent
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at end of CY
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after 40 years
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown The Corporate Learning Office sets DAMIS policy. A new system is being developed.
	How frequently will your agency transfer these records to the National Archives?	Unknown N/A
1.1.5	<b>Program Records</b>	
	Records generated for each DCIS developed class. The file may contain curriculum content (e.g., syllabi, lesson plans, Curriculum Review Conference notes, and other training materials used).	
1.1.5.1	<b>Working Files</b>	
	Disposition Authority Number	DAA-0509-2012-0005-0006
	Final Disposition	Temporary
	Item Status	Withdrawn

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	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff 5 years after course completion
	Retention Period	Destroy immediately after 5 years
	<b>Additional Information</b>	
	GAO Approval	Not Required
1.2	<b>Instructor (Staff) Training Records</b> Records created by each instructor. The files shall include: (1) Instructor's personal training history. (2) Attendance records. (3) Exemptions or waivers requested/granted. (4) Evaluations/Assessments. (5) Qualification notifications. (6) Certification and/or recertification.	
1.2.1	<b>Recordkeeping copy</b>	
	Disposition Authority Number	DAA-0509-2012-0005-0007
	Final Disposition	Permanent
	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?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at end of CY of separation of Instructor from Agency
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after 40 years
	<b>Additional Information</b>	
	First year of records accumulation	1983

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	What will be the date span of the initial transfer of records to the National Archives?	Unknown The Corporate Learning Office sets DAMIS policy. A new system is being developed.
	How frequently will your agency transfer these records to the National Archives?	Unknown N/A
1.3	<b>Use of Force Training Records</b> Records created by Use of Force training for all DCIS Criminal Investigators (GS-1811s). The files shall contain the following: (1) Firearms qualifications (Form 52) – All; for entire tenure with DCIS. (2) Non-Lethal Control Tactics (NLCT) qualifications – All; for entire tenure with DCIS. (3) Exemptions and waivers requested/granted for quarterly qualifications. (4) Serial Numbers of DCIS issued gun(s) to agents. (5) (Special Agent in Charge) SAC authorization for carry of Personally Owned Weapons.	
1.3.1	<b>Recordkeeping Copy</b>	
	Disposition Authority Number	DAA-0509-2012-0005-0008
	Final Disposition	Permanent
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff after separation
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after 40 years
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown The Corporate Learning Office sets DAMIS policy. A new system is being developed.
	How frequently will your agency transfer these records to the National Archives?	Unknown N/A

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1.4	<b>Physical Fitness Training (PFT) Records</b> Records will be generated for physical fitness tests for all DCIS Criminal Investigators (GS-1811s)
1.4.1	<b>(1) Annual statistical overview to the Special Agents in Charge (SACs) (memos) (2) Annual Field Office Program Profiles (memos)</b> Disposition Authority Number      DAA-0509-2012-0005-0009  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  Disposition Instruction Cutoff Instruction                      Cutoff at end of CY Retention Period                        Destroy immediately after 3 years  Additional Information GAO Approval                            Not Required
1.4.2	<b>Semi-annual PFT Results/Scores</b> Disposition Authority Number      DAA-0509-2012-0005-0010  Final Disposition                      Permanent 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  Disposition Instruction

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	<b>Cutoff Instruction</b>	Cutoff semi-annually. Close-out annually.
	<b>Transfer to the National Archives for Accessioning</b>	Transfer to the National Archives immediately after 40 years
	<b>Additional Information</b>	
	<b>First year of records accumulation</b>	1983
	<b>What will be the date span of the initial transfer of records to the National Archives?</b>	Unknown The Corporate Learning Office sets DAMIS policy. A new system is being developed.
	<b>How frequently will your agency transfer these records to the National Archives?</b>	Unknown N/A
1.5	<b>Financial and Budget Records</b>	
	<b>Records generated to project for future training classes/programs and to document expenditures</b>	
1.5.1	<b>(a) FLETC training annual projections (staffing) (b) FLETC Quarterly Allocations</b>	
	<b>Disposition Authority Number</b>	DAA-0509-2012-0005-0011
	<b>Final Disposition</b>	Temporary
	<b>Item Status</b>	Withdrawn
	<b>Is this item media neutral?</b>	Yes
	<b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</b>	Yes
	<b>Do any of the records covered by this item exist as structured electronic data?</b>	Yes
	<b>Disposition Instruction</b>	
	<b>Cutoff Instruction</b>	Cutoff at end of FY
	<b>Retention Period</b>	Destroy immediately after 3 years
	<b>Additional Information</b>	
	<b>GAO Approval</b>	Not Required
1.5.2	<b>(a) FLETC Course Costs by FY (b) Year-end Training Budget Spreadsheet</b>	
	<b>Disposition Authority Number</b>	DAA-0509-2012-0005-0012
	<b>Final Disposition</b>	Temporary

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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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at end of FY
Retention Period	Destroy 6 year(s) and 3 month(s) after cutoff
<b>Additional Information</b>	
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
02/25/2013	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
02/24/2016	Return Without Action	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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