# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-NU-04-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/22/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 5, Instructor (Staff) Training Records

# SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

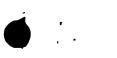
DAA-GRS-2016-0016-0002 supersedes items 1 and 2

DAA-NU-2015-0012 supersedes items 3 and 4.

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REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER ルールルーロリー				
To: NATIONA	AL ARCHIVES & RECORDS	ADMINISTRATION	Date received			
-	ELPHI ROAD COLLEGE PA		8,30,2004			
1. FROM (Agency o			NOTIFICATION TO AGENCY			
Department	of the Navy					
2. MAJOR SUBDIV Naval Crimin	nsion nal Investigative Service		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			
3. MINOR SUBDIVISION Human Resources Directorate		approved" or "withdrawn" in column 10.				
4. NAME OF PERSO	N WITH WHOM TO CONFER	4. TELEPHONE NUMBER	DATE	ARCHIVIST	OF THE UNITED STATES	
Henry W. Per	rsons, Jr.	(202) 433-9505	slipler	Alle Weiseten		
5. 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 on the attached <u>2</u> 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,						
2	is not required	$\Box$ is attached; or	∐ has	been request	ted.	
DATE	SIGNATURE OF AGENC	YREPRESENTATIVE	TITLE			
27 AUG 2004 J. M. KING		CWO2, USN, NAVY RECORDS				
7. ITEM NO.	8. DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	9. GRS SUPERSEI CITAT	DED JOB	10. ACTION TAKEN (NARA USE ONLY)	
(N Real Jar Ad rei: As wa Tra of mu acc ma Na ind doo dis Jef De	CIS) Training Academy is a sources Directorate and is loc e Federal Law Enforcement T nuary 2000 report to the Cong tvancement of Federal Law E inforced the need to develop a s a result of the report an inde as developed and is entitled th aining Accreditation (FLETA standards related to Federal 1 ust be satisfactorily met in ord credited. Among these standa anagement that requires a rec- ational Archives and Records	cated in Glynco, GA, as part of 'raining Center (FLETC). In a gress, the Commission on the inforcement reiterated and in implement training standards pendent accreditation process are Federal Law Enforcement A). FLETA has established a set aw enforcement training that ler for agency academies to be ards is one dealing with records ords schedule approved by the Administration for program, ining records. This schedule		(ncy	NR NWMW	

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#### **REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

Job Number

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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
ITEM	Electronic Mail and Word Processing Copies. Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by this records schedule. Also included are electronic opies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating. a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Destroy/delete within 180 days after the recordkeeping copy has been produced. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Destroy/delete when dissemination, revision, or updating is complete. <u>SSIC 12410</u> <u>TRAINING RECORDS</u> 1. through 15. No change 16. NCIS TRAINING ACADEMY RECORDS. Consists of the minimum documentation required to be retained by the NCIS Training Academy to meet the accreditation (FLETA) and its successor activities. <u>a Program Records</u> . Includes for each course/class of instruction a complete set of the following thesis: curriculum content (e.g., syllabus, lesson plans and other training material used); Insting of all FLETA certified instructors and other training material used; Insting of all FLETA certified instructors and other training material used; Insting of participants in each iteration, performance measurement instruments (practical exercises and or written tests and theses when each segment occurred, rosters of participants in each iteration, performance measurement instruments (practical exercises and or written tests and theres); and objective to test matrix and results of student evaluations. Records may be in clinker of participated; inclusive dates	SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)
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## **REQUEST FOR RECORDS DISPOSITION AUTHORITY** – CONTINUATION

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	DISPOSITION:		
3.	Retire hardcopy records to FRC when 4 years old. Destroy/delete 40 years after the end of the training year.	New	
	Individual Training Records. Includes for each course/class of instruction roster documenting enrollment and attendance of participants; complete record of all training evaluations (grades/scores) and indicating whether program was completed (either satisfactory or unsatisfactory), are documented; documentation of course completion and/or qualification for each student successfully completing the training program/course; waivers or exemptions requested or granted and verification of Superse physical abilities (as required) either as a prerequisite or as a final qualification. Records may be in either machine-readable or hardcopy form.		
		<u>д - NU - 2015 - 00</u> M/DD/YYY):	12-0003
	Privacy Act: N012410-1	09/21/2016	
	DISPOSITION:		
4.	Retire hardcopy records to FRC when 4 years old. Destroy/delete 40 years after the end of the training year.	New	
	c. <u>Instructor (Staff) Training Records.</u> Includes for each staff member copies of instructor's personal training history, attendance records, exemptions or waivers requested/granted, evaluations, qualification notifications, certifications, recertifications, and verifications of ability. Records may be in either machine-readable or hardcopy form.		
	Privacy Act: N012410-1		
	DISPOSITION:		
5.	Destroy/delete records 4 years after departure from Academy.	New	
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