

## Request for Records Disposition Authority

Records Schedule Number           DAA-0330-2016-0006

Schedule Status                    Approved

  

Agency or Establishment           Office of the Secretary of Defense

Record Group / Scheduling Group   Records of the Office of the Secretary of Defense

Records Schedule applies to       Department-wide

Schedule Subject                   Military OneSource (MOS) My Training Hub Learning Management System

Internal agency concurrences will be provided   No

Background Information            The Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy is directly responsible for programs and policies which establish and support community quality of life programs for service members and their families worldwide. This office also serves as the focal point for coordination of the broad range of Quality of Life issues within the Department of Defense. Military OneSource is a DoD-funded program providing information, referral, non-medical counseling, website, specialty consultations, educational materials, and many other services. Military OneSource services are provided through the call center and website without regard to activation status.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2016-0006

Sequence Number	
1	Military OneSource (MOS) My Training Hub Learning Management System
1.1	Military OneSource (MOS) My Training Hub Learning Management System Master File Disposition Authority Number: DAA-0330-2016-0006-0001

## Records Schedule Items

Sequence Number															
1	<p><b>Military OneSource (MOS) My Training Hub Learning Management System</b>                      Military OneSource is a DoD-funded program providing information, referral, non-medical counseling, website, specialty consultations, educational materials, and many other services. Military OneSource services are provided through the call center and website without regard to activation status. My Training Hub Learning Management System is an e-learning platform that enables the management and delivery of learning content and resources to users. The focus is to deliver online courses or training to select audiences, while managing and keeping track of their progress and performance across all types of training activities. <b>SYSTEM INTERFACES:</b> Blackboard Learn platform and Military OneSource (MOS) <b>INPUTS:</b> User profile information, self-populated when user creates an account. <b>OUTPUTS:</b> Reports derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs. Excluded are printouts created to satisfy established reporting requirements. GRS 4.3 Item 30</p>														
1.1	<p><b>Military OneSource (MOS) My Training Hub Learning Management System Master File</b></p> <p>Disposition Authority Number      <b>DAA-0330-2016-0006-0001</b></p> <p>Master file includes but is not limited to demographic information from user profile, course activity information (enrolled, in-progress, and complete), and user system activity such as login and enrollment, course catalog, my profile page, login page, and my training page which provides a record of an individual's specific course activity.</p> <table data-bbox="362 1287 917 1681"> <tr> <td>Final Disposition</td> <td>Temporary</td> </tr> <tr> <td>Item Status</td> <td>Active</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><b>Disposition Instruction</b></p> <table data-bbox="362 1766 1388 1893"> <tr> <td>Cutoff Instruction</td> <td>Cutoff/close files annually upon completion of training.</td> </tr> <tr> <td>Retention Period</td> <td>Destroy 5 years after cut off.</td> </tr> </table>	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	Cutoff Instruction	Cutoff/close files annually upon completion of training.	Retention Period	Destroy 5 years after cut off.
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														
Cutoff Instruction	Cutoff/close files annually upon completion of training.														
Retention Period	Destroy 5 years after cut off.														

**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
02/22/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
09/23/2016	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/26/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/26/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/28/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist