

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0434-2015-0003

Status: APPROVED
Date Approved: 02/05/2015

General Information

Agency or Establishment	Department of Energy
Record/Scheduling Group	0434 - General Records of the Department of Energy
Records Schedule Applies To	Agency-wide
Schedule Subject	WEB-BASED TRAINING AND TRACKING SYSTEM
Additional Schedule Information	Web-based Training and Tracking Systems (WTTS) are centralized systems designed to support the delivery and management of DOE learning and development programs. WTTS includes such systems as the Online Learning Center (OLC), which is used to deploy and track various training courses and activities provided by the agency and other training mandated or recommended by Federal statute or regulation or departmental or agency policy. Such training includes but is not limited to mission-specific and administrative focused curricula. These systems are used to host and track training for agency employees and contractors. NOTE: This schedule meets the requirements of 5 CFR410 701, as established by the US Office of Personnel Management (OPM).
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-0434-2015-0003

Item #	Title	Disposition
0001	Master File : Master File - User Account Information	Temporary
0002	Master File : Course Content/Course Uploads	Temporary

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Records Schedule Items

Group Title	Master File
Group Description	: The OLC collects the learner and administrator/instructor information including but not limited to, full name, gender, job position/title, DOE email address, locations (HQ Office, GTN or Field Site), DOE role, mailing address and authorized comments by supervisors.
DAA-0434-2015-0003-0001 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Master File - User Account Information
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: after learner/employee separation from the organization.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0434-2015-0003-0002 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Course Content/Course Uploads
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0434-2020-0014-0002 on 06/12/2024.

Final Disposition	Temporary
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Cutoff Instructions	Other: Cutoff in the calendar in which placed into or uploaded to the system.
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Retention Period	Other: Destroy/delete when superseded or obsolete
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ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?

GAO Approval Required	No
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Signatory Information

Action	User	Date
Accept	Data Migration	11/06/2014
Approve	David Ferriero	02/05/2015