

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-468-09-1	
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		DATE RECEIVED 9/21/09	
2 MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Elaine Pankey	5 TELEPHONE (202) 690-5687	DATE 9/21/09	ARCHIVIST OF THE UNITED STATES
6 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>1</u> page(s) are not now needed for the business of 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 09/15/2009	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE HHS Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule HHS University Portal and Learning Management System See attached		

Attachment to SF115, Department of Health and Human Services (HHS) Request for Records Disposition Authority for HHS Office of the Secretary HHS University Portal and Learning Management System

Item 1. HHS University Portal and the Office of the Secretary Learning Management System Website

The HHS University Portal is a tool that is used for employee training and training-related information exchange via communities of practice (COP). The portal consists of records created and maintained to document the HHS University training program, including but not limited to course materials for various offered trainings, forms, tests, working papers, and threaded discussions of the members of the COP. The portal contains the recordkeeping copy of the course materials and the training materials are then uploaded to the Office of the Secretary Learning Management System.

The OS Learning Management System (LMS) Website is the internal mechanism used by staff to access on-line (Intranet) HHS training and to review training transcripts, learning plans, and related staff development information. The LMS allows reports to be downloaded by HHS management and Office of Personnel Management (OPM).

- a. ~~Input: Course materials such as syllabuses, forms, course examinations/tests, working papers/drafts of course materials, and related training materials. For scanned records: GRS 20, item 2a4.~~
- b. Course Materials Master Files: Training materials master case files, including records accumulated as master files for HHS Office of the Secretary training courses. Included are handouts, charts, graphs, course outlines, course manuals, and similar materials.

Disposition: TEMPORARY. Cut off files at the end of the calendar year in which course materials are superseded or course is discontinued. Destroy/Delete 5 years after cutoff. (Supersedes NC1-235-80-1, item 202-10.)

- c. Student training records: Includes student development plans, transcripts, and tracking of registration and completion of courses.

Disposition: TEMPORARY. Cut off files annually. Destroy/Delete 5 years after cut off or when superseded or obsolete, whichever is sooner.

- ~~d. Outputs: Ad hoc reports and printouts of shared documents by the COP members and HHS management. GRS 20, item 12a and GRS 20, item 16~~

- e. Documentation: GRS 20, item 11a1