

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-563-08-11</i>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		Date Received <i>1-7-2008</i>	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>1-13-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
<p>6 AGENCY CERTIFICATION</p> <p>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 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 the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE 12/18/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE Senior Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: Training		

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Department of Homeland Security

Contains records used by DHS personnel in planning, preparing, writing, arranging, and conducting training programs for DHS and non-DHS employees, including State and other Federal agency personnel. Records may consist of working files generated during the training development phase, training workgroup meeting notes, correspondence, training participation surveys and rosters, instructional materials, manuals, and other training aids.

Training is typically delivered live or created for distribution later as needed.

Training technology tools are used in delivering information and skill-development exercises. Older technologies might include a blackboard and chalk, whiteboard, a filmstrip, slide projector, or overhead projector. Newer technologies might include web conferencing, html-formatted content, posting PowerPoint, pdf, or Flash files to websites for downloading.

This item consists of records generated by all programs in developing and conducting DHS-sponsored training classes. The record copy is to be maintained by the program office given the responsibility of course development. All other copies, including attendee copies, can be destroyed when no longer needed or superseded.

Files for training administered through DHScovery are scheduled as GRS 1, Item 29. Copies of employee training records maintained at the supervisory level are covered in GRS 1, Item 18 - Supervisors Personnel Files and Duplicate OPF Documentation.

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

1 Certification File

Records documenting attendance or participation at DHS-sponsored training activities. Activities include, but are not limited to, training, seminars, attendance at conferences, office "lunch-and-learns" and special project assignments.

Disposition:

TEMPORARY. Cut off at end of calendar year in which certification is received. Destroy when 10 years old or 10 years after completion of a specific training program or upon separation or transfer of employee, whichever is sooner.

**U.S. Department of Homeland Security
Headquarters Records Schedules**

2 Mission-Related Training

Record copy of training materials used for training in functions or activities related to the goals of DHS and its programs. Records include, but are not limited to, training course plans, instructional materials, and other training aids.

Disposition:

TEMPORARY Cut off at end of calendar year in which course or material is superseded. Destroy or delete 30 years after cutoff.

3 Routine Training (Agency-Sponsored)

General file of agency-sponsored training, including record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.

Disposition:

TEMPORARY Cut off at end of calendar year in which course or material is superseded. Destroy 10 years after cutoff.