

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-566-08-16	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED 4/30/08	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY 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 <input type="checkbox"/> disposition not approved_ or <input type="checkbox"/> withdrawn in column 10.	
2 MAJOR SUBDIVISION Citizen and Immigration Services (CIS)			
3 MINOR SUBDIVISION U.S. Academy			
4 NAME OF PERSON WITH WHOM TO CONFER S Rebecca Watson	5 TELEPHONE 202-272-0978	DATE 11/25/08	ARCHIVIST OF THE UNITED STATES <i>Alan Watson</i>

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 __ 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 of the GAO manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 4-18-08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brian C. Fitz</i>	TITLE USCIS Records Officer
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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align:center;">OnTrack for Training (EDvantage)</p> <p>The EDvantage system is an enterprise wide training resource, career development, and training history database management system. EDvantage is a web-based application designed to shorten time to competency, gearing up the workforce with unified and consistent corporate knowledge.</p> <p>Using web technology, students access course catalogs, online tutorials and performance tools, experts, references and important messages that require rapid enterprise-wide distribution. The USCIS EDvantage links employees across the nation during learning and continues to support them with resources throughout their careers.</p> <p>Specific Restrictions: None</p> <p>Vital Records: Yes</p>		

1. Inputs:

Source of inputs include the National Finance Center employee uploads and CBP Human Resources uploads. OnTrack Administrators at each field office input their office's data. USCIS Academy OnTrack Administrators enter and report on class/student data. Field Site OnTrack Administrators can enter and report on class/student data for their respective site.

GAS 20
ITEM 2

DISPOSITION: Temporary. Delete/Destroy after data is entered, uploaded and verified.

2. Master File:

Types of data elements may include student, job title, grade, office location as well as all training history for both instructor lead as well as e-learning.

DISPOSITION: Temporary. Delete/Destroy when no longer needed for agency business.

3. Outputs:

EDvantage reports can be generated when needed based on student, instructor or other query-able data set.

GAS 20
ITEM 16

DISPOSITION: Temporary. Delete/Destroy when no longer needed for agency business.

4. System Documentation:

Manuals and SOP's are kept locally by USCIS Academy OnTrack Administrators. On-line documentation is all housed within the OnTrack System itself.

GAS 20
ITEM 11

DISPOSITION: Temporary. Delete/Destroy when system is superseded, obsolete, or no longer needed for agency business.