

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-060-09-26</i>	
1 FROM (Agency or establishment) U S Department of Justice		Date Received <i>7/23/09</i>	
2 MAJOR SUB DIVISION Executive Office for U S Attorneys (EOUSA)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Legal Education (OLE)		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Gail C. Ratliffe	5 TELEPHONE 202 616 6876	DATE <i>10-26-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Skomra</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 <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 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 <i>7/16/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janetta Poynter</i>		TITLE <i>Director ORMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Executive Office for U S Attorneys and United States Attorneys (EOUSA/USAO) Learning Management System (LMS)		

**EOUSA/USAO Learning Management System (LMS)
Disposition Schedule**

System Description:

The EOUSA/USAO Learning Management System (LMS) is a web-based computer system used to track training provided by the EOUSA Office of Legal Education (OLE) located at the National Advocacy Center (NAC), 1620 Pendleton Street, Columbia, SC. OLE's mission is to provide legal education and training to all federal prosecutors and support staff, with an average of 14,000 individuals receiving training annually. The LMS (aka JUSTLearn) is used as an administrative office tool, as well as a system to allow OLE track training courses and report to the U. S. Office of Personnel Management (OPM) in accordance with 5 C F.R. 410.701, which states in pertinent part as follows:

(a) Each agency shall maintain records of training plans, expenditures, and activities in such form and manner as necessary to submit the recorded data to the OPM through the OPM Government-wide Electronic Data Collection System.

(h) Beginning December 31, 2006, each agency shall report the training data for its employees' training and development at such times and in such form as required for the OPM Government wide Electronic Data Collection System, which is explained in the Guide to Personnel Recordkeeping and the Guide to Human Resources Reporting.

1. SYSTEM INPUTS:

Executive Office for United States Attorneys Office (EOUSA), United States Attorneys' office (USAO), the Litigating Divisions, and other DOJ component employees create and maintain their own information for each course for which he/she is registering using an intranet web entry form.

Other federal agencies have their data entered by an OLE staff member.

Disposition: Temporary – Destroy input documents when successfully entered into the learning management system.

GRS 20

2. MASTER FILE:

U. The Learning Management System collects the following **trainee information**:

- (a) Name
- (b) Position Title
- (c) Last four digits of trainee's social security number
- (d) Work Address & Phone/Fax
- (e) Work Email Address
- (f) Supervisor's work Email Address
- (g) For Attorneys – state bar #

Disposition: Temporary - Remove from active status when employee has left the organization, dispose of records 10 years after archive date.

b. OTHER THAN TRAINEE INFORMATION:

The LMS also houses course information, i.e., name, description, dates; as well as course materials, videos on demand and Justice Television Network schedule.

Disposition: Temporary - ~~dispose when superseded or rendered obsolete; dispose of material 10 years after final course date or showing~~ *Destroy/delete when superseded or obsolete or 10 years after final course date or showing, whichever is later.*

3. OUTPUTS:

*- per agency RO.
RF 8/31/09*

The Learning Management System is used in order to track OLE training courses and to report to OPM electronically since 2008 (pursuant to 5 C.F.R. 410.701), as well as provide the ability for the OLE staff to administer the training courses, i.e., statistical reports, faculty & student lists, nomination surveys, etc.

Disposition: Temporary - Remove when superseded or becomes obsolete; dispose 10 years after submission date or dispose of course materials 10 years after final course date.

4. SYSTEM DOCUMENTATION:

Disposition: Temporary, destroy when superseded or obsolete. *GRS 20*