

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-08-16</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>7/1/08</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Business Center		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 DOI Learn (E-Training)			
4 NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4 TELEPHONE NUMBER 202-208-3909	DATE <i>3/11/10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 AGENCY INFORMATION 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 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 6/26/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	7565 DOI Learn (E-Training)	N/A	
[See Attached List of Records Descriptions and Requested Disposition Authority]			

7565 – Talent Management System (DOI Learn). A system used to develop, manage, and monitor online training and testing. It provides course title, class name, class status, beginning and end dates, completion status, certification requirements, test scores and acquired skills. Includes validated training records for certification purposes, class rosters, transcript listings, students or personnel transcripts, budget estimates related to training requirements, reports on mandatory training compliance and exact dates of registration in order of acceptance.

This item covers data pertaining to individual employees and their coursework history, certifications, test scores, credits, and related information. Course content and materials are instead covered by 1304.3 Curriculum Material Used in Training Courses (N1-048-09-11).

Disposition: Temporary. Cut off records upon separation of employee. Destroy 65 years after cut-off.

SF 115 Supplementary Cover Sheet

Summary:

This Action establishes one new Office of the Secretary series entitled:

“DOI Learn (E-Training)”

Reason for submission:

- (1) This action provides for the disposition of records maintained in the DOI Learn (E-Training), a previous unscheduled system used for dealing with managing and monitoring online training and testing by providing course title, class name, class status, beginning and end dates, completion status, certification requirements, test scores and acquired skills.
- (2) This action also incorporates the series into the numbering pattern of the Office of the Secretary’s new records schedule.