REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

FROM (Agency or establishment)
Department of the Interior

2 MAJOR SUBDIVISION
National Business Center

3 MINOR SUBDIVISION
DOI Learn (E-Training)

4 NAME OF PERSON WITH WHOM TO CONFER
Pamala R. Quallich

4 TELEPHONE NUMBER
202-208-3909

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 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 6/26/08

SIGNATURE OF AGENCY REPRESENTATIVE Pamala R. Quallich

TITLE Office of the Secretary Records Officer

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARA USE ONLY)</th>
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<tr>
<td>1</td>
<td>DOI Learn (E-Training)</td>
<td>N/A</td>
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[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.