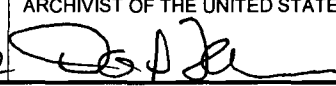
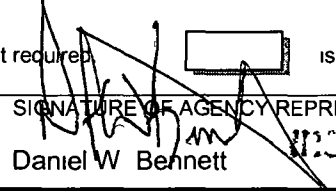


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>N1-58-11- 10</b>	
1 FROM (Agency or establishment) <b>Department of the Treasury</b>		DATE RECEIVED <b>1/19/11</b>	
2 MAJOR SUBDIVISION <b>Internal Revenue Service (IRS)</b>		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION <b>Human Capital Office (HCO)</b>			
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor (IRS Records) Jennifer Jones (IRS HCO)	5 TELEPHONE (202) 435-6308 (972) 308-1722	DATE <b>6 Sept 12</b>	ARCHIVIST OF THE UNITED STATES 
5 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>3</u> page(s) are not now needed 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 <b>1/5/2011</b>	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W. Bennett		TITLE IRS Records Officer National Office, OS A RE L RIM Washington, DC 20224
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>IRM 1.15.38 Records Control Schedule for Civilian Personnel Records</b>  <b>Item 29, IRS Training Records:</b>  1) Enterprise Learning Management System (ELMS) 2) Learning Content Management System (LCMS) 3) Evaluation Management System (EMS) 4) IRS Training Course Files  <b>See attached.</b>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

**L** VE BLANK (NARA use only)  
JOB NUMBER

**N1-58-11-**

**IRS Training Records**

**Background:**

*This schedule for IRS training records covers paper and electronic records, EXCLUDING Centralized Delivery Services (CDS) training files to be scheduled under a separate SF 115 (Request for Records Disposition Authority)*

*The following summarizes the current IRS e-learning training environment*

*The Enterprise Learning Management System (ELMS) is the system of record of employee learning at IRS. It is owned by the Office of Personnel Management, and managed by IRS Human Capital Office, Learning and Education. ELMS has two parts or interfaces, one for the learners (both employees and managers), and another for administrators of the system. ELMS is used for (1) managing all aspects of training activity, (2) functions as the official IRS repository for employee training history, and (3) is the single official system of record for recording and tracking training activity. ELMS on-line content includes, but is not limited to, commercially developed and purchased content, IRS developed or customized content, and other governmental agency developed content.*

*The goal of the electronic employee record is to provide a consolidated image and data view that digitally documents the employment actions and history of individuals employed by the Federal Government. ELMS fulfills that requirement, and represents the training portion of an employee's Official Personnel Folder authorized as "left side" documents in accordance with Chapter 3 of The Guide to Personnel Recordkeeping. IRS has determined that a retention of five years after separation or retirement from the agency meets all OPM training data collection and reporting obligations. ELMS also has competency management and succession planning capabilities that will be implemented over time.*

*The ELMS System is a web-based commercial off-the-shelf (COTS) software application developed by Plateau Systems that runs under the IRS Enterprise Collaborative Environment (ECE). E-learning is supported by another COTS application called the*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

**N1-58-11-**

*Learning Content Management System (LCMS)  
LCMS is the official repository for developing e-content, which is delivered to IRS staff via ELMS*

*The LCMS provider is OutStart's Force Ten application. While ForceTen is the name of the commercial software application upon which the LCMS is based, the term LCMS is generally used within the IRS training development community. The LCMS is the IRS preferred e-learning authoring tool for course development and like ELMS, is managed by the service-wide Human Capital Office. It provides an environment for the creation, conversion, centralized storage, re-use and management of e-learning content by the IRS education community. The LCMS "chunks" training content into reusable pieces that can be easily added to future e-learning courses. Interactions include a full set of question types, hot text, animations, hot links, tables, feedback, remediation, review, and branching. The software is available enterprise-wide, but only to those who have been fully trained in its use. A developer trained in the LCMS would work with IRS staff to convert course content, to an LCMS-based SCORM product. It is also used by vendor developers in an instance separate from IRS developers. All content developers export their courses from the LCMS and send the courses, via FTP, to the Learning Technology Office Content and Reporting Team (HCO) for ingest into ELMS. Vendor developers must pass all applicable security checks before they are given access to the LCMS.*

**1.) Enterprise Learning Management System (ELMS).**

**Description:**

The Enterprise Learning Management System (ELMS) is a web-based application that manages training delivery and administration. It is the system of record of employee learning at IRS.

**A. Inputs:**

IRS ELMS receives electronic data extracts from other IRS internal and external sources, including trainee personnel information from HR Connect, standard employee identification (SEID) number from the Corporate Authoritative Directory Service (CABS), organizational segmentation codes from the Treasury

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**VE BLANK (NARA use only)**  
JOB NUMBER.

**N1-58-11-**

Integrated Management Information System (TIMIS),  
and a data extract from W&I

*GRS 20 2*

**Disposition: Temporary.**

Recordkeeping copies of ELMS inputs are  
appropriately scheduled under other authorities  
specific to those systems

**B. System Data:**

**1. Individual Employee Training History Files**

Trainee and supervisor identification, and information  
pertaining to participation, timetables, progress, and  
examinations for all coursework including, but not  
limited to, supervisory, managerial, and leadership  
development programs, formal mentoring programs,  
and SES candidates programs

**Disposition: Temporary.**

**Remove** from active status when employee has  
separated, retired from the agency

**Destroy/Delete** 5 years after termination date

**2. Training Course Material.**

Training material includes ELMS-copies of content as  
developed and maintained in the Learning Content  
Management System (LCMS)

**Disposition: Temporary.**

**Destroy/Delete** when superseded or obsolete

*filing  
instruction*

**C. Outputs:**

Includes ad hoc and template reports for analyzing  
and reporting ELMS data, including trainee reporting  
instructions and manager notifications of completions  
Report formats, such as routine data integrity reports,  
are not saved or stored with their data. Data gets  
updated each time a report is run. Summary  
information from IRS ELMS database is shared with  
OPM, OMB, GAO, Congress and other regulatory and  
oversight organizations as mandated by law (and as  
needed)

*GRS 20 5*

**Disposition: Temporary.**

**Destroy/Delete** when superseded, obsolete or no  
longer needed, whichever is later

**D. System Documentation:**

Includes User/Help Desk Guides, Data Dictionary, Software Design Document, and Software Requirements

**Disposition: Temporary.**

**Delete/Destroy** when superseded or 5 years after the system is terminated, whichever is sooner

**2.) Learning Content Management System (LCMS).**

**Description:**

The Learning Content Management System (LCMS) is a software platform that supports the creation, conversion, centralized storage, re-use and management of learning content by the IRS education community. The LCMS is the official repository for IRS e-content development

**A. Inputs:**

Includes all paper and electronic course content (including graphical and video content), as well as course instructions and other guidance, to be converted to an LCMS-based product

**Disposition: Temporary.**

**Destroy/Delete** after input verification into the LCMS Master Files/System Data, or when no longer needed for reference purposes, whichever is later

**B. System Data:**

System data includes recordkeeping copies of approved training materials for delivery to IRS staff. Materials include courseware/training content, instructor guides, and help files

**Disposition: Temporary.**

**Remove** training course material from active status when no longer current

**Destroy/Delete** no earlier than 5 years after course made inactive (Note: A Business Unit can establish a longer timeframe, due to the type of work, but the 5-year minimum retention takes precedence and a separate policy is not necessary)

exception to  
GRS 2011

GRS 20 2

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**VE BLANK (NARA use only)**  
JOB NUMBER: **N1-58-11-**

~~**C. Outputs:** Content repository, content is bundled as a course and exported. Content is loaded on content repository by vendor to be used in ELMS~~

~~**Disposition: Temporary.**  
**Destroy/Delete** when superseded, obsolete or no longer needed, whichever is later~~

*GRS 20 5*

**D. System Documentation:**

Includes User/Help Desk Guides, Data Dictionary, Software Design Description, and Software Requirements

**Disposition: Temporary.**  
**Delete/Destroy** when superseded or 5 years after the system is terminated, whichever is sooner

*exception to GRS 20.11*

**3.) Evaluation Management System (EMS).**

**Description:**

The Evaluation Management System (EMS) supports the collection, centralized storage, and reporting of Level 1 and Level 3 Evaluation data. The system also includes a Level 3 Evaluation development tool. The EMS is the official repository for IRS Level 1 and Level 3 Evaluation data.

~~**A. Inputs:**~~

~~Includes course and class data from ELMS, also student and instructor survey responses. The student and instructor input are accomplished via an electronic survey or a paper based survey. The vendor scans paper responses into the EMS.~~

~~**Disposition: Temporary.**  
**Destroy/Delete** scanned paper documents 1 year after input verification into the EMS Master Files/System Data~~

*GRS 20 5*

**B. System Data:**

System data includes Level 1 and Level 3 evaluation data, and scheduled offering and course information as it relates to Level 1 and Level 3 evaluations

**Disposition: Temporary.**  
**Remove [Archive]** evaluation data from the EMS website more than 3 years old. Archived data is

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

1 VE BLANK (NARA use only)  
JOB NUMBER  
**N1-58-11-**

retrievable, but not instantly available Data will be archived to DVDs and stored at the vendor location and a copy at the IRS Learning Technology Office  
**Destroy/Delete** archived data no earlier than 5 years after evaluation is completed (Note Business Units can save any evaluations reports to PDF files before the data is removed from the EMS See EMS Outputs for disposition instructions )

**C. Outputs:**

Includes Level 1 and Level 3 Evaluation Reports

**1. Recordkeeping Copy.**

**Disposition: Temporary.**

**Remove** [Archive] Level 1 and Level 3 evaluation reports from the EMS website more than 3 years old  
**Destroy/Delete** archived data no earlier than 5 years after evaluation is completed

*GRS 20 5*

**2. All Other Copies.**

**Disposition: Temporary.**

**Destroy/Delete** when no longer needed for reference purposes

*GRS 20 5*

**D. System Documentation:**

Includes User/Help Desk Guides, Data Dictionary, Software Design Description, and Software Requirements

**Disposition: Temporary.**

**Delete/Destroy** when superseded or 5 years after the system is terminated, whichever is sooner

*exception to GRS 20.11*

**4.) IRS Training Course Files.** (Not part of files covered under ELMS or LCMS, and EXCLUDING Centralized Delivery Services [CDS] training files)

Recordkeeping copies of training materials not produced in LCMS/created for ELMS, and/or available only in hard copy format

**Disposition: Temporary.**

**Remove** training course material from active status when no longer current

**Destroy/Delete** no earlier than 5 years after course made inactive (Note A Business Unit can establish a longer timeframe, due to the type of work, but the 5-

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

**VE BLANK (NARA use only)**

JOB NUMBER

**N1-58-11-**

year minimum retention takes precedence and a separate policy is not necessary )