

# INACTIVE – ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-GRS-2015-0005

## Request for Records Disposition Authority

Records Schedule Number      DAA-GRS-2015-0005  
Schedule Status                Modified Approved Version

Agency or Establishment      General Records Schedules (National Archives and Records Administration)

Record Group / Scheduling Group    General Records Schedules

Records Schedule applies to      Government-wide

Schedule Subject                2.6: Employee Training Records

Internal agency concurrences will be provided      No

Background Information      This schedule covers records about designing, developing, and implementing employee training within Federal agencies that is not mission-related. Typically, such training is routine or mandatory and covers general knowledge and actions all agencies expect of employees, such as training on information security, anti-harassment, ethics, EEO compliance, drug-free workplace, records management, and travel card use. In other words, training on administrative activities. It does not include specialized training for firearms, health and safety, national-defense, political appointees, or mission-specific training, which may document an agency's program objectives or illustrate program operations. This schedule includes documentation of employee training provided from any source (internally or externally via private vendors or other agencies) and applies to all groups of Federal workers, civilian, military, and contractors.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

### GAO Approval

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## Outline of Records Schedule Items for DAA-GRS-2015-0005

Sequence Number	
1	Administrative and operational records of non-mission employee training. Disposition Authority Number: DAA-GRS-2015-0005-0001
2	Non-mission employee training material. Disposition Authority Number: DAA-GRS-2015-0005-0003
3	Individual employee training records. Disposition Authority Number: DAA-GRS-2015-0005-0005
4	Senior Executive Service Candidate Development Program (SESCDP). Program records. Disposition Authority Number: DAA-GRS-2015-0005-0013
5	Senior Executive Service Candidate Development Program (SESCDP). Case records on SESCO DP participants. Disposition Authority Number: DAA-GRS-2015-0005-0014

# INACTIVE – ALL ITEMS SUPERSEDED

## Records Schedule Items

Sequence Number					
1	<p>Administrative and operational records of non-mission employee training.</p> <p>Disposition Authority Number      DAA-GRS-2015-0005-0001</p> <p>Records about planning, assessing, managing, and evaluating an agency's training program. Records may include # plans and reports about agency employee training # program evaluations # organizational and occupational needs assessments # employee skills assessments # employee training statistics # notices about training opportunities or schedules or courses # tracking and reporting of mandatory training # logistics and coordination of training events and training conferences # Authorization, Agreement and Certification of Training (SF-182) and similar records # registration forms, employee attendance records # student, class, or instructor evaluations Note: Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Inactive</p> <p>Is this item media neutral?            Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                          Yes</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>GRS 2.6, item 010</td><td></td></tr></tbody></table> <p>GRS or Superseded Authority Citation      NC1-64-77-10, item 30b1 NC1-64-77-10, item 30b2 NC1-64-77-10, item 30c (in part) N1-GRS-01-1, item 8a</p> <p>Inactive Status Explanation            This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2016-0014-0001 (in part) DAA-GRS-2015-0005-0001 was never issued via transmittal (in part) DAA-GRS-2015-0005-0003 was never issued via transmittal</p>	Manual Citation	Manual Title	GRS 2.6, item 010	
Manual Citation	Manual Title				
GRS 2.6, item 010					

# INACTIVE – ALL ITEMS SUPERSEDED

New Disposition Authority Number: DAA-GRS-2016-0014-0003  
(in part) DAA-GRS-2015-0005-0001 was never issued via transmittal (in part) DAA-GRS-2015-0005-0003 was never issued via transmittal

**Disposition Instruction**

Retention Period Destroy when 6 years old, but longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

Non-mission employee training material.

Disposition Authority Number DAA-GRS-2015-0005-0003

Records about developing and creating employee training material. Records may include: # syllabi, presentations, and class handouts # instructor guides, student guides, handbooks, and lesson plans # reference and working files of course content # other course materials such as presentations and videos Exclusion: Materials developed for agency mission-related training are not covered by this item.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.6, item 020	

GRS or Superseded Authority Citation NC1-GRS-81-9, item I-3  
NC1-GRS-81-9, item III-1  
NC1-GRS-81-9, item IV-1  
NC1-GRS-81-9, item IV-4  
N1-GRS-01-1, item 8b

Inactive Status Explanation This item is inactive because it was superseded by

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# INACTIVE – ALL ITEMS SUPERSEDED

New Disposition Authority Number: DAA-GRS-2016-0014-0001  
(in part) DAA-GRS-2015-0005-0001 was never issued via transmittal (in part) DAA-GRS-2015-0005-0003 was never issued via transmittal

New Disposition Authority Number: DAA-GRS-2016-0014-0002  
(in part) DAA-GRS-2015-0005-0001 was never issued via transmittal (in part) DAA-GRS-2015-0005-0003 was never issued via transmittal

## Disposition Instruction

### Retention Period

Destroy 6 years after superseded or obsolete, but longer retention is authorized if required for business use.

## Additional Information

### GAO Approval

Not Required

### Individual employee training records.

Disposition Authority Number DAA-GRS-2015-0005-0005

Records documenting mandatory and optional training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include: # certificates of completion or verification of mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors) # Individual Development Plans (IDPs) # mentoring or coaching agreements Exclusion: Academic transcripts, professional licenses, civil service exams, or documentation related to the completion of mission-related training are not covered by this item.

### Final Disposition

Temporary

### Item Status

Inactive

### Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Manual Citation

Manual Title

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# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

GRS 2.6, item 030	
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GRS or Superseded Authority Citation NC1-64-77-10, item 30c (in part)

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2016-0014-0003  
DAA-GRS-2015-0005-0005 was never issued via transmittal  
New Disposition Authority Number:

Disposition Instruction

Retention Period Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Senior Executive Service Candidate Development Program (SESCDP). Program records.

Disposition Authority Number DAA-GRS-2015-0005-0013

Records documenting program scope, policies, planning, budget, and curriculum planning.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.6, item 040	

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2016-0014-0004  
DAA-GRS-2015-0005-0013 was never issued via transmittal

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# INACTIVE – ALL ITEMS SUPERSEDED

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## Disposition Instruction

Retention Period Destroy when no longer needed for business use.

## Additional Information

GAO Approval Not Required

Senior Executive Service Candidate Development Program (SESCDP). Case records on SESCO DP participants.

Disposition Authority Number DAA-GRS-2015-0005-0014

Records documenting training, developmental assignments, mentor agreements and evaluations, SES Development Plans.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.6, item 041	

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2016-0014-0005 DAA-GRS-2015-0005-0014 was never issued via transmittal

## Disposition Instruction

Retention Period Destroy upon certification by OPM's Qualifications Review Board (QRB) or 1 year after separation from SESCO DP, but longer retention is authorized if required for business use.

## Additional Information

GAO Approval Not Required

# INACTIVE – ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-GRS-2015-0005

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
12/15/2015	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2016	Submit for Concurrence	Katherine Kim	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/25/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

# INACTIVE – ALL ITEMS SUPERSEDED



## GENERAL RECORDS SCHEDULE 2.6: Employee Training Records

This schedule covers records about designing, developing, and implementing employee training within Federal agencies that is not mission-related. Typically, such training is routine or mandatory and covers general knowledge and actions all agencies expect of employees, such as training on information security, anti-harassment, ethics, EEO compliance, drug-free workplace, records management, and travel card use. In other words, training on administrative activities. It does not include specialized training for firearms, health and safety, national defense, political appointees, or mission-specific training, which may document an agency's program objectives or illustrate program operations. This schedule includes documentation of employee training provided from any source (internally or externally via private vendors or other agencies) and applies to all groups of Federal workers, civilian, military, and contractors.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Administrative and operational records of non-mission employee training.</b>            Records about planning, assessing, managing, and evaluating an agency's training program. Records may include:</p> <ul style="list-style-type: none"> <li>● plans and reports</li> <li>● program evaluations</li> <li>● organizational and occupational needs assessments</li> <li>● employee skills assessments</li> <li>● employee training statistics</li> <li>● notices about training opportunities, schedules, or courses</li> <li>● mandatory training tracking and reporting files</li> <li>● logistics and coordination documents</li> <li>● Authorization, Agreement and Certification of Training (SF-182) and similar records</li> <li>● registration forms, employee attendance records</li> <li>● student, class, or instructor evaluations</li> </ul> <p><b>Note:</b> Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.</p> <p><b>Supersedes:</b>            GRS 1, item 29a1 (NC1-64-77-10, item 30b1),            GRS 1, item 29a2 (NC1-64-77-10, item 30b2)            GRS 1, item 29b (NC1-64-77-10, item 30c) (in part)            GRS 25, item 8a (N1-GRS-01-1, item 8a)</p>	<p><b>Temporary.</b> Destroy when 6 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0005-0001</p>

**GRS 2.6: Employee Training Records**

020	<p><b>Non-mission employee training material.</b>  Records about developing and creating employee training material. Records may include:</p> <ul style="list-style-type: none"> <li>● syllabi, presentations, and class handouts</li> <li>● instructor guides, student guides, handbooks, and lesson plans</li> <li>● reference and working files on course content</li> <li>● other course materials, such as presentations and videos</li> </ul> <p><b>Exclusion:</b> Materials developed for agency mission-related training are not covered by this item.</p> <p><b>Supersedes:</b>  GRS 21, item 3 (NC1-GRS-81-9, item I-3 )  GRS 21, item 9 (NC1-GRS-81-9, item III-1)  GRS 21, item 14 (NC1-GRS-81-9, item IV-1 )  GRS 21, item 17 (NC1-GRS-81-9, item IV-4)  GRS 25, item 8b (N1-GRS-01-1, item 8b)</p>	<p><b>Temporary.</b> Destroy 6 years after superseded or obsolete, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0005-0003</p>
030	<p><b>Individual employee training records.</b>  Records documenting mandatory and optional training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include:</p> <ul style="list-style-type: none"> <li>● completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors)</li> <li>● Individual Development Plans (IDPs)</li> <li>● mentoring or coaching agreements</li> </ul> <p><b>Exclusion:</b> Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item.</p> <p><b>Supersedes:</b>  GRS 1, item 29b (NC1-64-77-10, item 30c) (in part)</p>	<p><b>Temporary.</b> Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0005-0005</p>

**GRS 2.6: Employee Training Records**

040	<p><b>Senior Executive Service Candidate Development Program (SESCDP).</b></p>	<p><b>Program records.</b> Records documenting program scope, policies, planning, budget, and curriculum planning.</p>	<p><b>Temporary.</b> Destroy when no longer needed for business use.</p>	<p>DAA-GRS-2015-0005 -0013</p>
041		<p><b>Case records on SESCO DP participants.</b> Records documenting training, developmental assignments, mentor agreements and evaluations, SES Development Plans.</p>	<p><b>Temporary.</b> Destroy upon certification by OPM's Qualifications Review Board (QRB) or 1 year after separation from SESCO DP, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2015-0005 -00014</p>

GRS 2.6: Employee Training Records

Transmittal No. 26  
2016

General Records Schedule 2.6

New GRS 2.6				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
2.6	010	6 years	DAA-GRS-2015-0005-0001	1	29a1	5 years	NC1-64-77-10, item 30b1
				1	29a2	3 years	NC1-64-77-10, item 30b2
				1	29b	5 years	NC1-64-77-10, item 30c (in part)
				25	8a	6 years	N1-GRS-01-1, item 8a
2.6	020	6 years	DAA-GRS-2015-0005-0003	21	3	1 year	NC1-GRS-81-9, item I-3
				21	9	1 year	NC1-GRS-81-9, item III-1
				21	14	1 year	NC1-GRS-81-9, item IV-1
				21	17	1 year	NC1-GRS-81-9, item IV-4
				25	8b	6 years	N1-GRS-01-1, item 8b
2.6	030	3 years or 1 year	DAA-GRS-2015-0005-0005	1	29b	5 years	NC1-64-77-10, item 30c (in part)
2.6	040	No longer needed	DAA-GRS-2015-0005-0013	New Item			
2.6	041	certification by QRB or 1 year	DAA-GRS-2015-0005-0014	New Item			