

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0064-2016-0014**  
 Schedule Status                **Approved**

Agency or Establishment        **National Archives and Records Administration**  
 Record Group / Scheduling Group **Records of the National Archives and Records Administration**  
 Records Schedule applies to    **Major Subdivision**  
 Major Subdivision                **Office of Human Capital (H)**  
 Minor Subdivision                **Organizational Development & Learning Division (HL)**  
 Schedule Subject                 **NARA Training Records**  
 Internal agency concurrences will be provided      **No**

**Background Information**

The General Records Schedule (GRS 1 / 29) covers general agency-sponsored training files, and the files of employee training. Its coverage includes correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans/objectives relating to the establishment and operation of training courses, conferences, background/working files, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.

The GRS EXCLUDES the record copy of manuals, syllabi, textbooks, and other training aids developed by the agency. It requires these records be scheduled by submission of an SF 115 to NARA. This schedule will cover the NARA training material excluded by the GRS. It will cover record copies of training materials used for training in the mission-related and occupational development functions or activities associated with the goals of NARA and its programs, as well as the routine required/general files of agency-sponsored training. Records Include, but are not limited to, training course plans, instructional materials, and other training aids including record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0064-2016-0014

Sequence Number	
1	<b>NARA Training Materials - Training Aids</b>
1.1	Records copies of training materials used for training in the mission-related functions or activities associated with the goals of NARA and its programs. Disposition Authority Number: DAA-0064-2016-0014-0001
1.2	Record copies of non-mission-related training, as well as other routine required/general agency-sponsored training materials and media. Disposition Authority Number: DAA-0064-2016-0014-0002
2	<b>NARA Transcript and Certificate Records</b>
2.1	Transcript, certificate, or other files documenting participation Disposition Authority Number: DAA-0064-2016-0014-0003

Records Schedule Items

Sequence Number					
1	<p><b>NARA Training Materials - Training Aids</b> Record copies of training materials used for training in the mission-related and occupational development functions or activities associated with the goals of NARA and its programs, as well as the routine / general files of agency-sponsored training.</p>				
1.1	<p><b>Records copies of training materials used for training in the mission-related functions or activities associated with the goals of NARA and its programs.</b></p> <p>Disposition Authority Number      <b>DAA-0064-2016-0014-0001</b></p> <p>Records created/maintained under various titles, and forms, considered training materials used for training in the mission-related and occupational development functions or activities associated with the goals of NARA and its program. Records include, but are not limited to, training course plans, instructional materials, presentation materials, manuals, syllabi, textbooks, source materials and media (i.e. videos, illustrations, job aids, etc.), training/development program outlines (i.e. containing definitions, underpinnings, justifications, transcript details, and/or serving as the business purposes for the initial implementation activities/ events), and other training aids developed by the agency. <b>EXCLUDING</b> records appropriately covered by the GRS 1 / 29.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>213-1</b></td> <td><b>NARA Records Schedule</b></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at end of calendar year in which course or material superseded or course discontinued.</b></p> <p>Retention Period                        <b>Destroy 10 year(s) after Cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>	Manual Citation	Manual Title	<b>213-1</b>	<b>NARA Records Schedule</b>
Manual Citation	Manual Title				
<b>213-1</b>	<b>NARA Records Schedule</b>				

1.2

**Record copies of non-mission-related training, as well as other routine required/ general agency-sponsored training materials and media.**

Disposition Authority Number      **DAA-0064-2016-0014-0002**

**Records created/maintained under various titles, and forms, considered non-directly mission related, routine, or general training materials and media (i.e. materials in the classic sense including print media materials) in support of other functions or activities. Records include, but are not limited to, training course plans, instructional materials, presentation materials, manuals, syllabi, textbooks, source materials and media (i.e. videos, illustrations, job aids, etc.) and other training aids developed by the agency. This schedule also applies to the transcripts/records of completion for this type of training. EXCLUDING records appropriately covered by the GRS 1 / 29.**

Final Disposition                      **Temporary**

Item Status                              **Active**

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?      **No**

Manual Citation	Manual Title
<b>213-1</b>	<b>NARA Records Schedule</b>

**Disposition Instruction**

Cutoff Instruction                      **Cutoff at end of calendar year in which course or material superseded or course discontinued.**

Retention Period                        **Destroy 6 year(s) after Cutoff**

**Additional Information**

GAO Approval                            **Not Required**

2

**NARA Transcript and Certificate Records**

**Transcript, certificate, or other files documenting attendance or participation in NARA-sponsored mission-related and occupational development training activities and one-time mandated training requirements.**

2.1

**Transcript, certificate, or other files documenting participation**

Disposition Authority Number      **DAA-0064-2016-0014-0003**

**Records copies of transcripts, certificates, associated files, or other files documenting attendance or participation in NARA-sponsored mission-related and occupational development training activities, and one-time mandated training**

requirements including, but not limited to classes, seminars, conferences, or special program/assignments.

Final Disposition Temporary

Item Status Active

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? No

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year participation documented.

Retention Period Destroy 20 year(s) after Cutoff or 1 year(s) after separation or transfer of employee occurs, whichever is later

**Additional Information**

GAO Approval Not Required

### 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
09/09/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
12/21/2016	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/14/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist