

Request for Records Disposition Authority

Records Schedule Number **DAA-0269-2020-0010**

Schedule Status **Approved**

Agency or Establishment **General Services Administration**

Record Group / Scheduling Group **General Records of the General Services Administration**

Records Schedule applies to **Agency-wide**

Schedule Subject **Employee Training Records**

Internal agency concurrences will be provided **No**

Background Information **This schedule provides disposition authority for individual employee mission-related training records, and mission-related warrants, certificates, and licensure records not authorized for disposition using GRS 2.6 / 030, Individual employee training records.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0269-2020-0010

Sequence Number	
1	Mission-related Employee Training Program Records (269.16/041) Disposition Authority Number: DAA-0269-2020-0010-0001
2	Mission-related Professional Licenses, Certificates, and Warrants (269.16/051) Disposition Authority Number: DAA-0269-2020-0010-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1284 415">Mission-related Employee Training Program Records (269.16/041)</p> <p data-bbox="345 436 1149 468">Disposition Authority Number DAA-0269-2020-0010-0001</p> <p data-bbox="345 489 1521 751">This series of records includes those documents related to individual training records associated with the mission of GSA, or required certifications, licensure, or courses necessary to conduct the mission of the agency. Such training records include, but are not limited to: building management, appraisal, and design, transportation management, contracting and contract administration, emergency and physical safety management, leasing (both real and personal property), property disposal (real and personal), and other activities related to GSA's mission.</p> <p data-bbox="345 772 919 804">Final Disposition Temporary</p> <p data-bbox="345 825 850 856">Item Status Active</p> <p data-bbox="345 877 818 909">Is this item media neutral? Yes</p> <p data-bbox="345 930 805 1056">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="345 1098 659 1129">Disposition Instruction</p> <p data-bbox="345 1150 1256 1182">Cutoff Instruction Cut off at the end of the fiscal year.</p> <p data-bbox="345 1203 1468 1276">Retention Period Destroy when 3 years old or 3 years after superseded or obsolete, whichever is appropriate.</p> <p data-bbox="345 1318 656 1350">Additional Information</p> <p data-bbox="345 1371 951 1402">GAO Approval Not Required</p>
2	<p data-bbox="345 1430 1458 1465">Mission-related Professional Licenses, Certificates, and Warrants (269.16/051)</p> <p data-bbox="345 1486 1154 1518">Disposition Authority Number DAA-0269-2020-0010-0002</p> <p data-bbox="345 1539 1521 1728">This series of records are supplemental records to the employee's official personnel file (OPF) that identify and track the achievement of additional education attained in service to the position and chronicles the maintenance and renewal of that education. Such records include academic transcripts, professional licensure, certifications, warrants, and related records.</p> <p data-bbox="345 1749 919 1780">Final Disposition Temporary</p> <p data-bbox="345 1801 850 1833">Item Status Active</p> <p data-bbox="345 1854 818 1885">Is this item media neutral? Yes</p>

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

Cut off at the end of the fiscal year when obsolete, canceled, or superseded.

Retention Period

Destroy 6 fiscal years after cutoff.

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
09/30/2020	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
03/23/2021	Submit for Concur rence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/26/2021	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
04/02/2021	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
04/05/2021	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist