INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-280-03-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 401 is superseded by N1-280-07-003, item 1 (EDT401)
Item 420 is superseded by N1-280-07-003, item 2 (EDT420)
Item 440a is superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)
Item 440b is superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

Date Reported: 7/1/2020
### REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(SEE ATTACHED)

---

**TO** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

**FROM** (Agency or establishment)  
FEDERAL MEDIATION AND CONCILIATION, SERVICE

**JOB NUMBER** N1-280-03-3

**DATE RECEIVED** 1/12/04

**DATE ARCHIVIST OF THE UNITED STATES** 1/30/04

**SIGNATURE OF AGENCY REPRESENTATIVE**  
RECORDS MANAGER

**DATE** 8 DEC 2003

**TITLE** RECORDS MANAGER

**NOTE** 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 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,

- [x] is not required;
- [ ] is attached; or
- [ ] has been requested

---

PREVIOUS EDITION NOT USABLE  
AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 115 (REV 3-91)  
Prescribed by NARA  
36 CFR 1228
**RETENTION SCHEDULE**

**400 Series**

**RECORDS OF THE OFFICE OF EDUCATION AND TRAINING**

<table>
<thead>
<tr>
<th>File number</th>
<th>Title/Description</th>
</tr>
</thead>
</table>
| 401         | *Original Training or Course Instructional Materials Produced by or Under the Direction of the Office of Education and Training*  
Original training and course instructional materials developed to support the Office of Education and Training’s mission and to provide for the training of FMCS mediators and other employees, or developed to support FMCS training offered to clients. Arrangement is by alphabetically by subject, within each calendar year. Volume is 10 cubic feet. Accumulation is less than 2 cubic feet a year. **Temporary.** Cut off at the end of the calendar year. Transfer to offsite storage when 3 years old. Destroy when 10 years old. |
| 402-1       | *Working or Reference Copies of Training and Course Materials*  
General file of training materials maintained by Office of Education and Training staff for reference or information purposes to support training or instructional efforts. **Temporary.** Destroy when 5 years old or 5 years after completion of a specific course or program. (GRS 1.29(a(1)) |
| 402-2       | *Background and Working Files*  
**Temporary.** Destroy when 3 years old. (GRS 1.29(a(2)) |
| 410         | *Needs Evaluation and Assessment Records*  
Correspondence, forms, analyses, and similar background records, including copies of Core Competency Inventories and Continuous Improvement Plans and similar needs assessment or evaluation records collected to assess the training needs of FMCS employees and clients. **Temporary.** Destroy when 5 years old or when superseded or obsolete, whichever is earlier. (GRS 1.29(b)) |

Ben and ink changes approved by E/O via e-mail dated 6/2/01
Employee Training Records
Correspondence, reports, evaluations, and other records that document the training and educational accomplishments of FMCS employees, including records pertaining to the New Mediator Training Program and the SES Candidate Development Program, and related records.

(a) Record copies of employee training records are submitted to the Office of Human Resources for filing in employee Official Personnel Folders (OPF).

(b) Copies retained in the Office of Education or Training or in other departments for administrative or reference purposes.

Temporary. Destroy when 2 years old or when no longer needed for reference, whichever is sooner.

Disbursement/Reimbursement for Education and Professional Development Courses and Conferences Records
These records include disbursements from the Department of Education and Training to the Director of Mediation Services, Regional Directors, or others, which are expended as payments for educational courses, seminars, conferences, and other authorized training services. Includes records of payments by Petty Cash or Government Credit Card/Check; SWCT payments, or other authorized payment procedures, excluding records associated with travel vouchers (with the exception of funds for EAO activities).

Files retained as records in the Office of Education and Training.

(a) For expenditures at or below the simplified acquisitions threshold. Retain on site.

Temporary. Destroy when 3 years old. (GRS 3.2a(1)(b)).

(b) For expenditures greater than the simplified acquisition threshold. Break files at the end of each fiscal year.

Temporary. Retain on site 3 years, and then retire to offsite storage. Destroy when 6 years and 3 months old. (GRS 3.2a(1)(a))

Files retained as reference or information copies in Regional Offices or the Office of Mediation Services.

Temporary. Retain on site. Destroy upon termination or completion. (GRS 3.2c)
Electronic Mail and Word Processing Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records created by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after recordkeeping copies are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.