

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		FAVFRANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-280-03-3	
1 FROM (Agency or establishment) FEDERAL MEDIATION AND CONCILIATION SERVICE		DATE RECEIVED 1/12/04	
2 MAJOR SUBDIVISION ADMIN SERVICES/INFORMATION SYSTEMS DEPT		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER DEAN BUNDY	5 TELEPHONE (202) 606-2157	DATE 8/30/2004	<i>Leis Bellard</i>

6 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 _____ 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,

is not required; is attached; or has been requested

DATE 8 DEC 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dean Bundy</i>	TITLE RECORDS MANAGER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

cc Agency NR NWMR NWMU NWC

RETENTION SCHEDULE

400 Series

RECORDS OF THE OFFICE OF EDUCATION AND TRAINING

File number

Title/Description

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 1.29a(1))~~

402-2

Background and Working Files

Temporary. Destroy when 3 years old. (GRS 1.29a(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))

Pen and ink changes approved by R/D via e-mail dated 6/2/09

420

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.

430

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.