

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2012-0002
Schedule Status Approved

Agency or Establishment Office of Personnel Management
Record Group / Scheduling Group Records of the Office of Personnel Management
Records Schedule applies to Major Subdivision
Major Subdivision Federal Investigative Services (FISD)
Minor Subdivision Federal Investigative Services Career Accreditation & Professional Development
Schedule Subject Federal Law Enforcement Training Accreditation (FLETA) Program Training Records, manuals, syllabuses, textbooks and other materials for the FISD Law Enforcement Accreditation & Professional Development Program
Internal agency concurrences will be provided Yes

Background Information Beginning in 2000, in an effort to increase the performance of federal law enforcement training, a task force of key training leaders from principal federal and state law enforcement agencies began work to corroboratively conduct research to establish a premier training accreditation model. In the development of the model, federal law enforcement training professionals established standards and procedures to evaluate training academies and training programs used to train federal law enforcement agents and officers.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0478-2012-0002

Sequence Number	
1	Federal Law Enforcement Training Accreditation (FLETA) Records Disposition Authority Number DAA-0478-2012-0002-0001
2	Background and Working Files for FLETA Program Disposition Authority Number DAA-0478-2012-0002-0002

Records Schedule Items

Sequence Number	
1	<p>Federal Law Enforcement Training Accreditation (FLETA) Records</p> <p>Disposition Authority Number DAA-0478-2012-0002-0001</p> <p>Law Enforcement finalized training records and tracking data generated to support the OPM/FISD Federal Law Enforcement Accreditation program. The records are agency-sponsored record copies of manuals, syllabuses, textbooks and other training aids. Correspondence, memoranda, reports, and other records relating to the availability and execution of the program. Records are currently maintained in paper and electronic media. The nature of the program requires long-term tracking of the training of law enforcement personnel and evaluation of the program success overtime.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off upon the creation of new training materials or tracking aids that supersedes prior training program documents. Destroy 20 years after cut-off.</p> <p>Transfer to Inactive Storage Transfer to inactive in 5 year blocks following issuance of new training materials. Transfer to the FRC to retain an additional 15 years following 5-year inactive status.</p> <p>Retention Period Destroy 20 year(s) after cut-off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Background and Working Files for FLETA Program</p> <p>Disposition Authority Number DAA-0478-2012-0002-0002</p>

Copies of records and working documents that have no further program, administrative value after the recordkeeping documents are executed Includes copies maintained by individuals in personal files, shared drives, electronic mail directories, on hard disc or network drivers that are used only to produce the recordkeeping copy Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

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? Yes

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

Disposition Instruction

Cutoff Instruction Delete/destroy after recordkeeping copy has been produced or when no longer needed for reference

Transfer to Inactive Storage N/A

Retention Period Destroy when no longer needed

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
06/29/2012	Certify	Patricia Capers	OPM Records Office r	Office of the Chief Information Officer - Records Management
01/07/2013	Submit for Concur rence	David Weber	for	National Archives and Records Administration - Records Management Services
02/19/2013	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
02/21/2013	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
02/21/2013	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist