

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2014-0002
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 Employee Services
Schedule Subject Federal Coaching Network Database
Internal agency concurrences will be provided No

Background Information

The office of Training and Executive Development, in tandem with other government agencies, is developing a government-wide coaching network that can be used to further develop Federal employees by providing them cost-free coaching training, as well as an opportunity to be coached regardless of grade level. Providing coaching opportunities on a government-wide scale can be appealing to prospective Federal employees. Coaching can also serve as a value-added activity that could be used to retain Federal employees.

Research has shown that turnover risks decrease when using internal vs. external coaches. Finally, creating this network has the added benefit of cutting costs across agencies (e.g., turnover costs, coaching funds spent on contractors).

The database would be used to house the information of coaches who have been recruited on a voluntary basis to serve as internal coaches across the Federal Government. A coach is someone who, through dialogue, assists their client to see new perspectives and achieve greater clarity about their own thoughts, emotions and actions, and about the people and situations around them. The system would also house the information of agency representatives, who have been appointed by each agency's Chief Learning Officer. These representatives will function as the agency points of contact for the network and be responsible for populating the database with information on coaches in their respective agencies.

Each agency will have one representative and they would facilitate the coaching network by matching coaches to Federal employees in their agency. The overarching project is to create a network of coaches in the Federal Government that would provide

developmental coaching to Federal employees via a shared services format.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	4

GAO Approval

Outline of Records Schedule Items for DAA-0478-2014-0002

Sequence Number	
1	Inputs Disposition Authority Number: DAA-0478-2014-0002-0001
2	Master File Disposition Authority Number: DAA-0478-2014-0002-0002
3	Outputs Disposition Authority Number: DAA-0478-2014-0002-0003
4	System Documentation Disposition Authority Number: DAA-0478-2014-0002-0004
5	Backup Disposition Authority Number: DAA-0478-2014-0002-0005

Records Schedule Items

Sequence Number	
1	<p data-bbox="386 433 472 465">Inputs</p> <p data-bbox="386 487 1163 519">Disposition Authority Number DAA-0478-2014-0002-0001</p> <p data-bbox="386 541 1513 642">The sources of inputs will be information derived from the submission form. The submission form will be received via email and the data will be entered straight into the database.</p> <p data-bbox="386 664 938 696">Final Disposition Temporary</p> <p data-bbox="386 717 938 750">Item Status Withdrawn</p> <p data-bbox="386 771 844 804">Is this item media neutral? Yes</p> <p data-bbox="386 825 832 858">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="386 965 1301 998">Withdrawn Status Explanation Records scheduled under GRS 20/2b</p> <p data-bbox="386 1030 690 1062">Disposition Instruction</p> <p data-bbox="386 1084 1513 1164">Retention Period Destroy immediately after information is entered into the system</p> <p data-bbox="386 1196 690 1228">Additional Information</p> <p data-bbox="386 1250 971 1282">GAO Approval Not Required</p>
2	<p data-bbox="386 1310 541 1343">Master File</p> <p data-bbox="386 1364 1163 1397">Disposition Authority Number DAA-0478-2014-0002-0002</p> <p data-bbox="386 1418 1513 1634">The database will contain information about the covered individuals relating to name, current title, supervisor name, supervisor email, resume, a short biography, work phone number, work e-mail address, coaching credential or certification, years of experience, specialty area(s), coach availability (maximum number of clients), security clearance, home agency/department, location of work, academic background, employment history, and GS level.</p> <p data-bbox="386 1655 938 1688">Final Disposition Temporary</p> <p data-bbox="386 1709 877 1742">Item Status Active</p> <p data-bbox="386 1763 844 1795">Is this item media neutral? Yes</p> <p data-bbox="386 1817 832 1849">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>

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Disposition Instruction

Retention Period Destroy or delete when superseded or obsolete or 5 years whichever comes first.

Additional Information

GAO Approval Not Required

Outputs

Disposition Authority Number DAA-0478-2014-0002-0003

The system creates no outputs.

Final Disposition Temporary

Item Status Withdrawn

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

Withdrawn Status Explanation System creates no outputs. See above.

Disposition Instruction

Retention Period No outputs

Additional Information

GAO Approval Not Required

System Documentation

Disposition Authority Number DAA-0478-2014-0002-0004

Certification and Accreditation documents, individual user manuals, model descriptors and system data requirements. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports.

Final Disposition Temporary

Item Status Withdrawn

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

Withdrawn Status Explanation Records are scheduled under GRS 20/11a.

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Disposition Instruction

Retention Period Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (GRS 20, 11a[1])

Additional Information

GAO Approval Not Required

Backup

Disposition Authority Number DAA-0478-2014-0002-0005

Backups are created and maintained by the Max.OMB.Gov server staff.

Final Disposition Temporary

Item Status Withdrawn

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

Withdrawn Status Explanation Records are scheduled under GRS 24/4a1.

Disposition Instruction

Retention Period (A) Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 20, 8b.

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
03/13/2014	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
06/13/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist