

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0478-2017-0011**  
 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        **Agency-wide**  
 Schedule Subject                      **Human Resources University Program**  
 Internal agency concurrences will be provided      **No**

**Background Information**

The HR University's mission is to cultivate a culture of continuous learning and excellence for Federal HR professionals by providing career guidance, training, and resources to achieve a consistently high level of technical, consulting, business, and professional competency.

The HR University's goals are to: (1) strengthen the competence of the Federal Government's human resources community to ensure measurable support of agency strategic goals and missions; (2) identify and provide a variety of learning modules focused on the HR competency model to achieve proficiency at each appropriate level and grade; (3) develop a common curriculum and criteria, incorporating existing Federal courses that emphasize solid technical knowledge and expertise while developing strategic business and consulting competence; and (4) provide access to learning, developmental activities, Individual Development Plans (IDPs) and other resources, accessible through a central repository that offers multiple delivery methods and a blended learning approach.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0478-2017-0011

Sequence Number	
1	User Account Information Disposition Authority Number: DAA-0478-2017-0011-0001
2	Training and Learning Resources Disposition Authority Number: DAA-0478-2017-0011-0002

## Records Schedule Items

Sequence Number	
1	<p><b>User Account Information</b></p> <p>Disposition Authority Number      <b>DAA-0478-2017-0011-0001</b></p> <p>These records support the activities of the HR University in providing Federal Human Resource professionals career development services. These files include information about Federal employees and contractors who avail themselves of HRU's services, including their names, organizations, email addresses, Individual Development Plans (IDPs), transcripts, wage grade series, course completion records, and related documentation.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off when superseded or obsolete.</b></p> <p>Retention Period                         <b>Destroy immediately after Cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Training and Learning Resources</b></p> <p>Disposition Authority Number      <b>DAA-0478-2017-0011-0002</b></p> <p>These records support the activities of the HR University in providing access to learning modules, curricula, courses, developmental activities, and the like for Federal HR professionals. These records include course catalogs; learning modules; curricula; "studios," each with a variety of tools and resources such as templates, plans, articles, and presentations, on topics including mentoring, recruitment, retirement, and work-life balance; information about HR career paths; assessments; job aids; staffing and recruiting information; and other related documentation. These records are provided to HR University by other agencies</p>

and other offices within OPM, which are responsible for scheduling the records for their purposes.

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 Cut off when superseded or obsolete.

Retention Period Destroy 6 months after cutoff or when no longer needed for business, whichever is later.

**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
07/12/2017	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
10/26/2017	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist