

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0010**

Schedule Status **Approved**

Agency or Establishment **Court Services and Offenders Supervision Agency**

Record Group / Scheduling Group **Records of the Court Services and Offender Supervision Agency for the District of Columbia**

Records Schedule applies to **Agency-wide**

Schedule Subject **Learning Depot Learning Management System (LMS)**

Internal agency concurrences will be provided **No**

Background Information **The Learning Depot Management System is used by both Court Services and Offender Supervision Agency and Pretrial Services Agency, Office of Human Capital Management/Training and Career Development**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0562-2013-0010

| Sequence Number | |
|-----------------|---|
| 1 | Learning Depot Learning Management System (LMS) |
| 1.1 | Master File |
| | Disposition Authority Number: DAA-0562-2013-0010-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>Learning Depot Learning Management System (LMS) The LMS provides CSOSA and PSA employees with 24 hour, 7 day a week access to training opportunities and training-related data. It is designed to track learning programs and allows PSA and CSOSA to report eHRI training data to the Office of Personnel Management (OPM). NOTE: All Inputs, Outputs, and Documentation are covered by GRS 20.</p> |
| 1.1 | <p>Master File</p> <p>Disposition Authority Number DAA-0562-2013-0010-0001</p> <p>The LMS contains employee data (EOD dates, organizations, position, pay grade, etc.) and training data (learning completions, learning assignments, learning curricula, and training resources) for PSA and CSOSA employees. The information is entered by system administrators, by employees via completion of the SF-182, and through an interface with NFC.</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? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 3 year(s) after the employee separates from the Agency.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |

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 |
|------------|----------------------------|---------------------|--|---|
| 07/30/2013 | Certify | Diana Avery | Records Manager | Office of the Director - Office of General Council |
| 04/22/2014 | Submit for Concur rence | Rania Mahmoud | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 04/24/2014 | Concur | Margaret Hawkins | Director of Records Management Servic es | National Records Management Program - Records Management Services |
| 04/24/2014 | Concur | Laurence Brewer | Director, National R ecords Management Program | National Archives and Records Administration - National Records Management Program |
| 04/25/2014 | Approve | David Ferriero | Archivist of the Unite d States | Office of the Archivist - Office of the Archivist |