

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0014

Status: APPROVED
Date Approved: 11/03/2016
Last Modified: 11/08/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GRS 2.6: Employee Training Records Revised
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records about designing, developing, and implementing employee training within Federal agencies that is not mission-related. Typically, such training is routine or mandatory and covers general knowledge and actions all agencies expect of employees, such as training on information security, anti-harassment, ethics, EEO compliance, drug-free workplace, records management, and travel card use. In other words, training on administrative activities. It does not include specialized training for firearms, health and safety, national defense, political appointees, or mission-specific training, which may document an agency's program objectives or illustrate program operations. This schedule includes documentation of employee training provided from any source (internally or externally via private vendors or other agencies) and applies to all groups of Federal workers, civilian, military, and contractors.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 5

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-GRS-2016-0014

Item #	Title	Disposition
0001	Non-mission employee training program records.	Temporary
0002	Ethics training records.	Temporary
0003	Individual employee training records.	Temporary
0004	Senior Executive Service Candidate Development Program (SESCDP). : Program records.	Temporary
0005	Senior Executive Service Candidate Development Program (SESCDP). : Case records on SESCO DP participants.	Temporary

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Records Schedule Items

DAA-GRS-2016-0014-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Non-mission employee training program records.	
Item Description		Exclusion: This item does not cover ethics-related training. Ethics training is scheduled by item 020.	
		Records about planning, assessing, managing, and evaluating an agency’s training program: plans, reports and program evaluations organizational and occupational needs assessments employee skills assessments employee training statistics notices about training opportunities, schedules, or courses mandatory training tracking and reporting files logistics and coordination documents Authorization, Agreement and Certification of Training (SF-182) and similar records registration forms, employee attendance records syllabi, presentations, instructor guides, handbooks, and lesson plans reference and working files on course content other course materials, such as presentations and videos student, class, or instructor evaluations	
		Note: Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code		GRS 2.6, item 010	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		Yes	
		Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation	
DAA-GRS-2015-0005-0001 (in part)	Yes	DAA-GRS-2015-0005-0001 (in part)	
DAA-GRS-2015-0005-0003 (in part)	Yes	DAA-GRS-2015-0005-0003 (in part)	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2016-0014-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Ethics training records.		
Item Description	Records include but are not limited to: administration of new employee ethics orientations. annual, and other types of ethics training agency's annual written plans notices about training requirements and course offerings rosters of employees required to attend and verification of training completed instructor guides, handbooks, handouts and other materials		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	GRS 2.6, item 020		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
DAA-GRS-2015-0005-0001 (in part)	Yes	DAA-GRS-2015-0005-0001 (in part)	
DAA-GRS-2015-0005-0003 (in part)	Yes	DAA-GRS-2015-0005-0003 (in part)	
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		

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Retention Period	Other: Destroy when 6 years old or when superseded, whichever is later, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2016-0014-0003		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Individual employee training records.		
Item Description	Records documenting training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include: completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors) Individual Development Plans (IDPs) mentoring or coaching agreements Exclusion: Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	GRS 2.6, item 030		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
DAA-GRS-2015-0005-0005 (which was never issued via transmittal)	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		

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Retention Period	Other: Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Senior Executive Service Candidate Development Program (SESCDP).	
Group Description	SESCDP is an OPM-approved training program designed to develop employees with strong executive potential to qualify them for and authorize their initial career appointment in the Senior Executive Service.	
DAA-GRS-2016-0014-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Program records.	
Item Description	Records documenting program scope, policies, planning, budget, and curriculum planning.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.6, item 040	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2015-0005-0013	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when no longer needed for business use.	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?		
GAO Approval Required		No
DAA-GRS-2016-0014-0005		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title		Case records on SESCDP participants.
Item Description		Records documenting training, developmental assignments, mentor agreements and evaluations, and SES Development Plans.
Is this item media neutral?		Yes
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code		GRS 2.6, item 041
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?		Yes
		Superseded Items
Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2015-0005-0014	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0005-0001 on 03/07/2024.		
Final Disposition		Temporary
Retention Period		Other: Destroy upon certification by OPM's Qualifications Review Board (QRB) or 1 year after separation from SESCDP, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required		No

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Signatory Information

Action	User	Date
Approve	David Ferriero	11/03/2016