

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2016-0014

Status: APPROVED
Date Approved: 02/14/2017

General Information

Agency or Establishment	National Archives and Records Administration
Record/Scheduling Group	0064 - Records of the National Archives and Records Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Human Capital (H)
Minor Subdivision	Organizational Development & Learning Division (HL)
Schedule Subject	NARA Training Records
Additional Schedule Information	<p>The General Records Schedule (GRS 1 / 29) covers general agency-sponsored training files, and the files of employee training. Its coverage includes correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans/objectives relating to the establishment and operation of training courses, conferences, background/working files, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.</p> <p>The GRS EXCLUDES the record copy of manuals, syllabi, textbooks, and other training aids developed by the agency. It requires these records be scheduled by submission of an SF 115 to NARA. This schedule will cover the NARA training material excluded by the GRS. It will cover record copies of training materials used for training in the mission-related and occupational development functions or activities associated with the goals of NARA and its programs, as well as the routine required/general files of agency-sponsored training.</p> <p>Records Include, but are not limited to, training course plans, instructional materials, and other training aids including record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.</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: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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Outline of Records Schedule Items for DAA-0064-2016-0014

Item #	Title	Disposition
0001	NARA Training Materials - Training Aids : Records copies of training materials used for training in the mission-related functions or activities associated with the goals of NARA and its programs.	Temporary
0002	NARA Training Materials - Training Aids : Record copies of non-mission-related training, as well as other routine required/general agency-sponsored training materials and media.	Temporary
0003	NARA Transcript and Certificate Records : Transcript, certificate, or other files documenting participation	Temporary

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Records Schedule Items

Group Title	NARA Training Materials - Training Aids
Group Description	Record copies of training materials used for training in the mission-related and occupational development functions or activities associated with the goals of NARA and its programs, as well as the routine / general files of agency-sponsored training.
DAA-0064-2016-0014-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Records copies of training materials used for training in the mission-related functions or activities associated with the goals of NARA and its programs.
Item Description	Records created/maintained under various titles, and forms, considered training materials used for training in the mission-related and occupational development functions or activities associated with the goals of NARA and its program. Records Include, but are not limited to, training course plans, instructional materials, presentation materials, manuals, syllabi, textbooks, source materials and media (i.e. videos, illustrations, job aids, etc.), training/development program outlines (i.e. containing definitions, underpinnings, justifications, transcript details, and/or serving as the business purposes for the initial implementation activities/events), and other training aids developed by the agency. EXCLUDING records appropriately covered by the GRS 1 / 29.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	213-1
Manual Title	NARA Records Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. DAA-0064-2016-0014-0001 is fully superseded by the following schedule(s): DAA-0064-2024-0003-0001 and DAA-0064-2024-0004-0001. NARA inactivated this item accordingly. on 11/21/2025.	

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Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year in which course or material superseded or course discontinued.
Retention Period	Destroy 10 year(s) after Cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0064-2016-0014-0002 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Record copies of non-mission-related training, as well as other routine required/general agency-sponsored training materials and media.
Item Description	Records created/maintained under various titles, and forms, considered non-directly mission related, routine, or general training materials and media (i.e. materials in the classic sense including print media materials) in support of other functions or activities. Records include, but are not limited to, training course plans, instructional materials, presentation materials, manuals, syllabi, textbooks, source materials and media (i.e. videos, illustrations, job aids, etc.) and other training aids developed by the agency. This schedule also applies to the transcripts/records of completion for this type of training. EXCLUDING records appropriately covered by the GRS 1 / 29.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	213-1
Manual Title	NARA Records Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year in which course or material superseded or course discontinued.
Retention Period	Destroy 6 year(s) after Cutoff

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	NARA Transcript and Certificate Records
Group Description	Transcript, certificate, or other files documenting attendance or participation in NARA-sponsored mission-related and occupational development training activities and one-time mandated training requirements.

DAA-0064-2016-0014-0003	STATUS: INACTIVE - NOT FOR USE
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ITEM GENERAL INFORMATION

Item Title	Transcript, certificate, or other files documenting participation
Item Description	Records copies of transcripts, certificates, associated files, or other files documenting attendance or participation in NARA-sponsored mission-related and occupational development training activities, and one-time mandated training requirements including, but not limited to classes, seminars, conferences, or special program/assignments.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	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-0064-2024-0003-0003 on 11/18/2025.

Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year participation documented.
Retention Period	Destroy 20 year(s) after Cutoff or 1 year(s) after separation or transfer of employee occurs, whichever is later

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	02/14/2017