

1	0	1	0
---	---	---	---

GAO Approval

Outline of Records Schedule Items for DAA-0372-2015-0001

Sequence Number	
1	Defense Contract Audit Agency/ Defense Contract Audit Institute (DCAI)/Learning Management System (TRAINext)
1.1	Masterfile: Disposition Authority Number: DAA-0372-2015-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Defense Contract Audit Agency/ Defense Contract Audit Institute (DCAI)/Learning Management System (TRAINext)</p>
1.1	<p>Masterfile:</p> <p>Disposition Authority Number DAA-0372-2015-0001-0001</p> <p>TRAINext is a Learning Management System (LMS) is used by all DCAA employees utilizing a web-based platform. TRAINext schedules classes, assigns training, maintains users, and control groups. Training administrators at the Regional and Field Audit Offices (FAO) levels can create local training events and view subordinates' training history. TRAINext allows Instructors to control completion of learning activities and student attendance records. End-users will view the training catalog, self-enroll in courses, engage Computer Managed Training Library (CMTL) courses and view individual training records with capability to obtain copies of completion certificates. NASBA Accreditation requires the long term retention of audit institute student records. Contains data for Employee ID, Course ID, Event ID, Office ID. System contains records created from 1999 to present.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Item can only be read in a EIS</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 50 year(s) after the employee leaves 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
05/12/2015	Certify	Michael McVay	Records Officer	Acquisitions and Administrative Management - Records and Information Management Branch
11/02/2015	Submit for Concurrence	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
11/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist