

Request for Records Disposition Authority

Records Schedule Number DAA-0434-2015-0003
Schedule Status Approved

Agency or Establishment Department of Energy
Record Group / Scheduling Group General Records of the Department of Energy
Records Schedule applies to Agency-wide
Schedule Subject WEB-BASED TRAINING AND TRACKING SYSTEM
Internal agency concurrences will be provided No

Background Information

Web-based Training and Tracking Systems (WTTS) are centralized systems designed to support the delivery and management of DOE learning and development programs. WTTS includes such systems as the Online Learning Center (OLC), which is used to deploy and track various training courses and activities provided by the agency and other training mandated or recommended by Federal statute or regulation or departmental or agency policy. Such training includes but is not limited to mission-specific and administrative focused curricula. These systems are used to host and track training for agency employees and contractors. NOTE: This schedule meets the requirements of 5 CFR410 701, as established by the US Office of Personnel Management (OPM).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0434-2015-0003

Sequence Number	
1	Master File
1.1	Master File - User Account Information Disposition Authority Number: DAA-0434-2015-0003-0001
1.2	Course Content/Course Uploads Disposition Authority Number: DAA-0434-2015-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Master File : The OLC collects the learner and administrator/instructor information including but not limited to, full name, gender, job position/title, DOE email address, locations (HQ Office, GTN or Field Site), DOE role, mailing address and authorized comments by supervisors.</p>
1.1	<p>Master File - User Account Information</p> <p>Disposition Authority Number DAA-0434-2015-0003-0001</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction after learner/employee separation from the organization.</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Course Content/Course Uploads</p> <p>Disposition Authority Number DAA-0434-2015-0003-0002</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? Yes</p>

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electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cutoff in the calendar in which placed into or
uploaded to the system.

Retention Period

Destroy/delete when superseded or obsolete

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
11/06/2014	Certify	Ivan King	Program Analyst	Agency Wide - Agency Wide
01/30/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
02/03/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist