

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0434-2020-0014

Status: APPROVED
Date Approved: 06/12/2024

General Information

Agency or Establishment	Department of Energy
Record/Scheduling Group	0434 - General Records of the Department of Energy
Records Schedule Applies To	Agency-wide
Schedule Subject	Employee Training Records
Additional Schedule Information	<p>Records documenting design, development, and implementation of employee training. Records includes both administrative and mission related training. This schedule includes documentation of employee training provided from internal or external vendors, DOE, or other agencies; and is applicable to Federal and contractor employees.</p> <p>Records about planning, assessing, managing, evaluating and other course related records for mission related training, which includes hazardous, environmental and safety training. These records include, but are not limited to:</p> <ul style="list-style-type: none">• correspondence, procedures, plans, reports and program evaluations on the overall Training Program, regardless if mission or non-mission• organizational and occupational need assessments• employee skill assessments• employee training statistics• notices about training opportunities, schedules or courses• mandatory training tracking and reporting files <p>NOTE: Refer to GRS 2.6 for all other Employee Training records not addressed 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: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0434-2020-0014

Item #	Title	Disposition
0001	Individual Mission Related Employee Training Records (Federal and Contractor)	Temporary
0002	Mission Related Training Material (All Other Training Material)	Temporary

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Records Schedule Items

DAA-0434-2020-0014-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Individual Mission Related Employee Training Records (Federal and Contractor)	
Item Description	<p>Records documenting individual employees mission related training, including hazardous, environmental and safety. Records include but are not limited to:</p> <ul style="list-style-type: none">• Completion certificates or certification documents• on-the-job training checklist completed during qualification, including the results of final written examination used for qualification or certification• records of oral examinations given for qualifications or certification• simulator/operational evaluation records• reports of exemptions to these documents• checklists completed for recertification, including the results of examinations and records or oral examinations given for recertification• results of medical examinations (only pass/fail and restrictions); balance of results are to be retained in the medical file• attendance/completion records of training courses or sessions <p>Note 1: GRS 2.6, Item 030 excludes academic transcripts, professional licenses, civil service exams, or documentation of mission-related training.</p> <p>Note 2: Individual training records are needed longer to support various departmental Health and Safety Programs that require records to be maintained for a longer period of time.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	DOE 2.6, Item 010	
Manual Title	Individual Mission Related Employee Training Records (Federal and Contractor)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-434-88-001 / 1/A (in part)	Yes Covers only those records related to training.
N1-434-92-004 / 24/A/1 (in part)	Yes Covers only those records related to training including testing or examinations.
N1-434-98-004 / 29/B (in part)	Yes Covers only those records related to employee participation in training.
N1-434-88-001 / 1/B	No
N1-434-88-001 / 1/C	No
N1-434-88-001 / 2	No
N1-434-92-004 / 24/A/2	No
N1-434-92-004 / 24/A/3	No
N1-434-92-004 / 24/B/1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 250 years after employee separation or transfer.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0434-2020-0014-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Mission Related Training Material (All Other Training Material)

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Item Description	All other mission related training materials including course training aids; descriptions of course content; examination banks; examination cover sheets; attendance rosters; documentation of required performance items and, course lesson plans. Contract employee individual folders including correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses. Employee training correspondence, memoranda, 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.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	DOE 2.6, item 025	
Manual Title	Mission Related Training Materials	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-434-88-001 / 3/A	No	
N1-434-89-012 / 9/A	No	
N1-434-89-012 / 9/B	No	
N1-434-98-001 / 20/B (in part)	Yes	Supersedes only those records related to subcontractor health and safety training.
N1-434-98-004 / 29/B	No	
DAA-0434-2015-0003-0002	No	
N1-434-92-004 / 24/B/2	No	
N1-434-88-001 / 5	No	
N1-434-88-001 / 6	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 75 years after superseded/obsolete.	
ADDITIONAL INFORMATION		

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GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	06/12/2024