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|--|---|---|---------------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |   | LEAVE BLANK (NARA use only)   |                                       |
|  |   | JOB NUMBER <i>NI-087-09-6</i>   |                                       |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001  |   | Date Received<br><i>6/30/09</i>   |                                       |
| 1 FROM (Agency or establishment)<br><b>Department of Homeland Security</b>   |   | NOTIFICATION TO AGENCY  |                                       |
| 2 MAJOR SUB DIVISION<br><b>U.S. Secret Service</b>   |   | In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |                                       |
| 3 MINOR SUBDIVISION<br><b>Management and Organization Division</b>   |   |   |                                       |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><b>Christine Gardner</b>   | 5 TELEPHONE<br><b>202-406-6886</b>  | DATE  | ARCHIVIST OF THE UNITED STATES        |
| 6 <b>AGENCY CERTIFICATION</b><br>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 on the attached _____ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 the GAO Manual for Guidance of Federal Agencies,<br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |   |   |                                       |
| DATE<br><i>06/12/09</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><b>Damian Kokinda</b> <i>Damian Kokinda</i>   |   | TITLE<br><b>Chief Records Officer</b> |
| 7 ITEM NO  | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9 GRS OR SUPERSEDED JOB CITATION  | 10 ACTION TAKEN (NARA USE ONLY)       |
| 1.   | <p>The following records descriptions and disposition instructions are provided for one new series of records pertaining to U S. Secret Service Training Records.</p> <p><b>NEW:</b></p> <p><b>Employee Learning Histories</b></p> <p>Summary listings or "transcripts" of internal and external agency training completed by each employee. Each Learning History report includes information regarding course title, completion date, grade (if applicable), and other data needed to document completion of agency training.</p> <p>1a. Current Employees</p> <p><b>TEMPORARY - Media Neutral</b></p> <p>Supervisors print a Learning History report annually via the Secret Service Learning Management System (LMS), and file on the left side of each employee's Employee Performance File (EPF) during the Mid-Year Performance Review period. Destroy prior versions of the printed Learning History report</p> |   |                                       |

**REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION**

JOB NUMBER

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| 7<br>ITEM<br>NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9 GRS OR<br>SUPERSEDED<br>JOB CITATION | 10 ACTION TAKEN<br>(NARA USE ONLY) |
|-----------------|--|--|------------------------------------|
|                 | <p><b>1b. Transferred Employees</b></p> <p><b>TEMPORARY - Media Neutral</b></p> <p>Upon transfer of the employee from the agency, the losing office prints a current Learning History report for the transferring employee and files on the left side of the employee's EPF. Destroy prior versions of the printed Learning History report. Forward (as contents of the EPF) to the Personnel Division for inclusion in the employee's Official Personnel Folder (OPF). (See Chapter 7 of OPM's The Guide to Personnel Recordkeeping for instructions relating to OPFs of employees transferred to another agency.)</p> <p><b>1c. Separated Employees</b></p> <p><b>TEMPORARY - Media Neutral</b></p> <p>Upon separation of the employee from Federal service, the losing office prints a current Learning History report for the separating employee and files on the left side of the employee's EPF. Destroy prior versions of the printed Learning History report. Forward (as contents of the EPF) to the Personnel Division for inclusion in the employee's OPF. Transfer (as part of the employee's OPF) to the National Personnel Records Center (NPRC), St. Louis, MO, within 120 days after latest separation.</p> <p><b>NPRC will destroy 65 years after separation from Federal service.</b></p> |  |                                    |