

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-31</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/17/09</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Al Stiles	5 TELEPHONE NUMBER 202-353-1605	DATE <i>14 Dec 09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 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 on the attached <u>2</u> page(s) are not needed now for the business for 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 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/13/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE JEANETTE PLANTE <i>[Signature]</i>		TITLE Director, ORMP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">LEARNING MANAGEMENT SYSTEMS</p> <p align="center">LearnATF</p> <p align="center">LearnDOJ</p> <p>The major functions of the LMS include providing access to commercial and Component-specific web-based courseware, managing an on-line catalog of course offerings; automating training registration and approval processes; on-line individual development planning; on-line testing and surveys; tracking of training resources, management of and reporting on training data; and tracking of training certifications.</p> <p align="center">SEE ATTACHED</p>		

Department of Justice: LEARNING MANAGEMENT SYSTEMS

Each Learning Management System (LMS) is used as an administrative office tool, as well as a system to allow DOJ components to internally track training and development information for official reporting requirements such as to the U. S Office of Personnel Management (OPM) in accordance with 5 C.F.R. 410 701.

This schedule applies to the following DOJ Learning Management Systems:

LearnATF

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) LMS collects information on the training and development conducted or sponsored by ATF for its employees, contractors, task force officers and State, local and international law enforcement partners.

LearnDOJ

The Justice Management Division (JMD) LMS collects information on the training and development conducted or sponsored by JMD for their employees and contractors.

1. SYSTEM INPUTS:

- Learner Data (internal users) is received via system to system transfers from various human resource systems, such as National Finance Center (NFC).
- Learner Data (external users) is manually entered by LMS system Administrator or authorized users.
- Instructor data is entered manually or by using an intranet web entry form.
- Course content is entered by an LMS System Administrator or authorized user.

Disposition: **TEMPORARY**, destroy/delete when successfully entered into the system. (GRS 20)

2. MASTER FILE:

a. Learner Data

Each LMS maintains information about each learner. Data fields **may** include: name, unique identifier, position information, contact information, Supervisor's information, date of separation, etc.

Disposition:

(1) Learn ATF

TEMPORARY – destroy/delete 25 years after learner separates from the organization.

(2) LearnDOJ

TEMPORARY – destroy/delete 10 years after learner separates from the organization.

Department of Justice: LEARNING MANAGEMENT SYSTEMS

b. Training Data

Each LMS maintains training information which tracks a learner's participation in DOJ-sponsored training as well as external training that each learner has requested and/or completed. Data fields **may** include: Learner's Name, Course Title, Company (external training), Scheduled Date(s), Completion Date, Certifications earned, etc.

Disposition:

(1) LearnATF

TEMPORARY – destroy/delete 25 years after learner separates from the organization.

(2) LearnDOJ

TEMPORARY – destroy/delete 10 years after learner separates from the organization

c. Course Content

The LMS maintains the Master Copy of the Course Content

(1) Learn ATF

Disposition: **TEMPORARY**, destroy/delete 25 years after superseded or obsolete.

(2) LearnDOJ

Disposition: **TEMPORARY**, destroy/delete five years after superseded or obsolete

d Instructor Data

The LMS maintains information for instructor-led courses. Data fields **may** include: Name, Company, Contact Information, Course Title, and Course Date(s).

Disposition: TEMPORARY, destroy/delete when no longer associated with an active course.

3. OUTPUTS:

a. Training data and statistical information from the LMS forwarded to external agencies to meet human capital reporting requirements as well as in accordance with approved memorandum of agreements.

b. The LMS provides the ability to produce reports related to the administration of the training courses, i.e., statistical reports, instructor & student lists, certification requirements, nomination surveys, etc.

Disposition: TEMPORARY, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20)

4. SYSTEM DOCUMENTATION:

Disposition: TEMPORARY, destroy/delete when superseded or obsolete. (GRS 20)