

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2024-0003

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 11/18/2025

General Information

Agency or Establishment	National Archives and Records Administration
Record/Scheduling Group	0064 - Records of the National Archives and Records Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Support - Human Resources - Staff Development
Additional Schedule Information	<p>NARA's Support Functions and Activities are performed by offices that are common to agencies across the Federal government or are more administrative, non-mission, in nature. These include financial management, human resource management, information management, administrative functions, and program planning and management.</p> <p>Human Resources is the recruitment, acquisition management, compensation and benefits, training and development, and employee relations and performance management.</p> <p>This schedule covers records supporting Staff Development which is the taking, or providing training, for staff or program development, and implementing development initiatives, platforms, and tools. This training is specific to NARA's mission and is internally focused. The technical training topics include, but are not limited to, digital preservation, records and archival management, holdings protection, preservation and environmental awareness, special access, and the Archives Technician Development Program, Archives Specialist Development Program, the agency-wide Archivist Development Program, and other professional development created to train to specific job series .</p> <p>RECORD TYPES INCLUDE training course plans, instructional materials, presentation materials, transcripts, certificates, associated files, or other files documenting attendance.</p>

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EXCLUDED are human resource and staff development records that are non mission training, such as training on information security, anti harassment, ethics, EEO compliance, drug-free workplace, and individual employee training records which are covered by the General Records Schedule (GRS) 2.6 Employee Training Records. Also excluded are occupational health and safety training records covered by GRS 2.7.

This schedule also excludes records series related to Outreach and Public Education activities that promote the preservation and use of America's documentary heritage with external stakeholders such as students, educators, historians, genealogists, and the general public as well as government entities. As an example, Know Your Records is covered under the Outreach/Public Education category.

Also not included are records created and maintained when providing mission-related training to external entities which are required by law, statute, or regulation, such as the Records Management Agency Records Officer Credential which is covered under the Governance/Training category.

Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 4

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-0064-2024-0003

Item #	Title	Disposition
0001	Mission Related Internal and Occupational Employee Training : Mission Related Internal and Occupational Training Materials	Temporary
0002	Mission Related Internal and Occupational Employee Training : Transcript and Certificate Records	Temporary
0003	Mission Related Internal and Occupational Employee Training : Student Records	Temporary
0004	Mission Related Internal and Occupational Employee Training : Investigation Training Records	Temporary

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Records Schedule Items

Group Title	Mission Related Internal and Occupational Employee Training	
Group Description	Training materials created and maintained for training in mission-related and occupational development functions or activities associated with the goals of NARA and its programs.	
DAA-0064-2024-0003-0001 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Mission Related Internal and Occupational Training Materials	
Item Description	Records may included, but are not limited to: Training course plans, instructional materials, and presentation materials; Manuals, syllabi, textbooks, and source materials; media (i.e., videos, illustrations, job aids, etc.); training/development program outlines (containing definitions, underpinnings, justifications, and/or transcript details serving as the business purposes for initial implementation activities/events); and other training aids developed by the agency.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0064-2016-0014-0001	Yes	In part for Mission Related Internal and Occupational Employee Training.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when superseded or obsolete.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0064-2024-0003-0002 STATUS: Active		

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ITEM GENERAL INFORMATION		
Item Title	Transcript and Certificate Records	
Item Description	Record copies of transcripts, certificates, associated files, or other files documenting attendance or participation in NARA-sponsored mission-related and occupational development training activities, as well as one-time mandated training requirements. Types of training may include, but are not limited to: classes, seminars, conferences, or special programs and assignments.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0064-2016-0014-0003	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the calendar year in which training was completed.	
Retention Period	Destroy 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0064-2024-0003-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Student Records	
Item Description	Master lists of employees' completion of internal development programs.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	

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Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0064-2016-0014-0003	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the development program ends.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0064-2024-0003-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Investigation Training Records
Item Description	Files maintained as a result of firearms training, periodic certifications, or other law enforcement training.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0064-2016-0006-0004	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the training is completed.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	

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GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	11/18/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.