

25 Aug 81/141

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-269-81-5
DATE RECEIVED	August 25, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
AUG 27 1981 Baker Archivist of the United States	

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Office of Employee Development and Training
Ray Hershberger

5. TEL. EXT.
566-0673

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8-21-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond Hershberger</i> Raymond Hershberger	E. TITLE Management Analyst
--------------------	--	--------------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Chapter 10. Training and Development Program Records Enclosed are proposed descriptions, and disposition schedules as Ch. 10 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). (This chapter was previously in Ch. 18 as appendix 18-F.)	NN 169-442 NC 174-142	

115-107
2000000
2000000
2000000

Closed Out: 8-31-81: K.T.D
Copy to Agency

14 items

CHAPTER 10. TRAINING DEVELOPMENT AND PROGRAM
RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for training development and program records. These instructions are contained in Appendix 10-A.
2. Reserved.

This appendix describes records accumulated in developing policies, procedures, and guidelines for the training and development of GSA employees; conducting agencywide surveys of training needs; planning and coordinating agencywide training activities in areas such as general orientation, office skills, supervisory development, middle management, and executive development; developing or assisting in the development of courses of instructions for training; assisting in the development of agencywide, regional, or individual training agreements and negotiating them with the Office of Personnel Management (OPM); preparing, reviewing, and commenting on proposed training contracts; and reporting of training activities. This appendix also describes records accumulated as a result of assisting in the development and conduct of training programs for personnel outside of GSA. These records, hereafter referred to as training and development program records, are accumulated by the Office of Employee Development and Training and regional Personnel Divisions. They are also accumulated by career development officers and officials responsible for coordinating service-wide and staff office-wide training activities. Instructions governing the creation of these records are provided in 5 U.S.C. 1308 and 4101-4118 (the Government Employees Training Act); the Federal Personnel Manual; the GSA Administrative Manual, ch. 3, parts 4 and 5 (OAD P 5410.1); the Training Handbook (OAD P 3610.17); and other GSA directives in the 9400 subject classification series. This appendix is not applicable to records created as a result of training activities conducted by, and relating to program functions of, services and staff offices. Records of this nature described in the chapters of this handbook are applicable to the program functions concerned.

10A1. Training administrative files. Documents created in the general administration of employee training programs. Included are inventories of available training resources, requests for information on training activities, and related records not described elsewhere in this appendix.

18F1

Cut off annually, destroy when 2 years old.

10A2 - 10A4. Reserved.

10A5. Training authorization controls. Documents created to control and record the assignment of document numbers to employee training authorizations. Included are registers, log sheets, or similar control documents, and related records.

18F5

Cut off at end of fiscal year, destroy when 2 years old.

10A6. Training authorization and record. Documents reflecting numerical identification of training authorization, name of trainee's organizational element, training course title and description, concurrence and approvals of responsible officials, and related records.

18F6

Cut off at end of fiscal year in which training is completed, destroy when 2 years old.

10A7 - 10A9. Reserved.

10A10. Training courses and programs. Documents accumulated by Office of Employee Development and Training and regional Personnel Divisions in establishing and conducting training courses and programs; advising and assisting services and staff offices in establishing and conducting training programs; and negotiating with OPM, other Federal agencies, and non-Government organizations for the establishment and provision of training courses and programs. Included are contracts, records of meetings and discussions, announcements of training courses, course outlines and tests, handout materials, and instruction sheets.

18F10

Cut off annually when superseded, training program or course is completed, or contract is terminated, destroy when 2 years old.

10A11. Federal executives training. Records accumulated in the selection of candidates from GSA to participate in training programs sponsored by Government agencies. Included are invitations from program sponsors to GSA to submit names of candidates, letters of application, recommendations, selection and rejection of candidates, personnel summaries, and related records.

18F11

- a. Cut off annually, destroy when 2 years old.
- b. Maintain list of selectees until no longer needed.

10A12 - 10A14. Reserved.

Appendix 10-A

(Do NOT type text below this line)

Distribution

Center PAGE

3

NUMBER in box

PAR

* Used on first page of order only.

** CH if a handbook page.

*** Insert DATE AND ORDER NO. signed at top on all order pages other than page 1.

Use broken lines for drawing change lines.

10A15. Individual training files. Documents accumulated to record personal data and progress of individual employees participating in the management intern or upward mobility program or other formal professional, technical, or clerical training program under a training agreement. Included are evaluations, correspondence, and other papers showing progress of trainees; training timetables; and similar information as well as semiannual ADP listings of training courses attended by individual trainees, and related records.

18F15

- a. Records of management interns and other trainees: Cut off at end of fiscal year following completion of training, destroy when 3 years old.
- b. ADP listings (record of employee training): Destroy when no longer needed.

10A16 - 10A19. Reserved.

10A20. Training needs and plans. Documents accumulated in conducting studies to determine training needs, developing plans for training, and recording major accomplishments. Included are progress reports, studies, correspondence, and related records.

18F25

Cut off annually, destroy when 3 years old.

10A21 - 10A24. Reserved.

10A25. Training reports. Documents reflecting actual training and accomplishments. Included are monthly, quarterly, semiannually, or annual reports of training accomplishments; summary reports (including the annual report to OPM); special training reports; study reports; and related records.

18F30

- a. Central Office: Cut off annually, hold 2 years, and retire to FRC. Destroy when 5 years old.
- b. Other offices: Cut off annually, destroy when 2 years old.

10A26 - 10A29. Reserved.

10A30. Training facilities and equipment. Documents accumulated in the acquisition and use of training and conference rooms and training equipment. Included are purchase requisitions, descriptive literature, and related records.

18F35

Destroy when superseded or obsolete.

10A31 - 10A34. Reserved.

10A35. Training aids. Documents accumulated as the result of agency training program development and material concerning task analysis. Included are a copy of each syllabus, textbook, task analysis, and other training aids.

Ref.

Destroy when superseded or obsolete.

10A36 - 10A39. Reserved.

10A40. Interagency and other training. Documents accumulated in assisting in the development and conduct of training programs for employees of other Federal agencies, contract employees, employees of international organizations, and foreign nationals who are engaged in activities of functional interest to GSA. Included are records of meetings and discussions about training activities, correspondence reflecting advice and assistance, requests for information and replies, and related records.

18F40

Cut off annually following completion of training program or course, destroy when 2 years old.

Use broken line for drawing change lines.

Appendix 10-A

(Do NOT type text below this line)

Distribution

Center PAGE 5 and 6 NUMBER in box

DATE

*Used on first page of order ONLY.

* Did not a bar block page.

**Insert DATE AND ORDER NO. Signed at top on all odd pages other than page 1.

(Use reverse for LEFT PAGE)