REQUEST FOR RECORDS DISPOSITION AUTHORITY *(See Instructions on reverse)*	LEAVE BLANK (NARA use only)
	JOB NUMBER *N1-358-11-1*
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED *9-30-2010*

1 FROM (Agency or establishment) Federal Maritime Commission	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Office of the Managing Director	
3 MINOR SUBDIVISION Office of Human Resources	

4 NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5 TELEPHONE 202-523-0208	DATE 10 Mz 2011	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 3 page(s) are not needed 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 of the GAO Manuel for Guidance of Federal Agencies,

☒ is not required,   ☐ is attached, or   ☐ has been requested

DATE 9/30/2010	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Chief Information Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHMENT **Inputs for the Training Database are covered by GRS 1/29b** **Outputs for the Training Database are covered by GRS 20.** **System documentation for the Training Database is covered by GRS 20**		

ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)

OFFICE OF THE MANAGING DIRECTOR
Office of Human Resources

Training Database – This is an automated information system that collects, records, and reports information about the training of FMC employees Federal agencies are required by regulation to collect information that supports agency determinations of its workforce training needs and to document the results of training and development programs implemented to address those needs by requiring input into the Office of Personnel Management's (OPM) Governmentwide Electronic Data Collection System OPM created a Governmentwide electronic system to capture employee human resource information, which includes training data To support this data collection, agencies are required to maintain records of their training plans and to report training data Agencies were required to have this reporting system in place by December 31, 2006, however, the FMC sought and received an extension to December 31, 2007

1	**Master Data Files.** All data are maintained on-line Each FMC employee is entered into the database using information contained in Part A of the Authorization, Agreement, and Certification of Training (SF-182) Upon receipt of an SF-182, the Training Officer enters the training information from Part B of the form. This information automatically populates the reporting fields for each employee page, and that is the data that is transmitted monthly to OPM through the FMC Intranet Each employee page has the following headings ID# (each training entry has a unique consecutive number), Request Date (the date the data was input), Type (individual or group course), Start and End Dates, and Status (whether information has been submitted to OPM) The records can be searched by employee name or Social Security Number [These records are subject to the Privacy Act]	New	

DISPOSITION: Temporary. Cut off at end of the fiscal year in which information has been reported to OPM, destroy 5 years after cutoff or when no longer needed for reference, whichever is later

2. **System Inputs.** Authorization, Agreement, and Certification of Training (SF-182) completed for each employee for each training course attended

DISPOSITION: GRS 1/29b

3. **System Outputs.** Outputs include Monthly Reports to OPM (not printed or maintained by FMC), various ad hoc reports

DISPOSITION: GRS 20

4. **System Documentation.** Contains all system documentation that allows system usage and interpretation, such as data dictionaries, system and user manuals, and other related materials

DISPOSITION: GRS 20