

Request for Records Disposition Authority

Records Schedule Number	DAA-0478-2014-0002
Schedule Status	Approved
Agency or Establishment	Office of Personnel Management
Record Group / Scheduling Group	Records of the Office of Personnel Management
Records Schedule applies to	Major Subdivision
Major Subdivision	Employee Services
Schedule Subject	Federal Coaching Network Database
Internal agency concurrences will be provided	No

Background Information

The office of Training and Executive Development, in tandem with other government agencies, is developing a government-wide coaching network that can be used to further develop Federal employees by providing them cost-free coaching training, as well as an opportunity to be coached regardless of grade level. Providing coaching opportunities on a government-wide scale can be appealing to prospective Federal employees. Coaching can also serve as a value-added activity that could be used to retain Federal employees.

Research has shown that turnover risks decrease when using internal vs. external coaches. Finally, creating this network has the added benefit of cutting costs across agencies (e.g., turnover costs, coaching funds spent on contractors).

The database would be used to house the information of coaches who have been recruited on a voluntary basis to serve as internal coaches across the Federal Government. A coach is someone who, through dialogue, assists their client to see new perspectives and achieve greater clarity about their own thoughts, emotions and actions, and about the people and situations around them. The system would also house the information of agency representatives, who have been appointed by each agency's Chief Learning Officer. These representatives will function as the agency points of contact for the network and be responsible for populating the database with information on coaches in their respective agencies.

Each agency will have one representative and they would facilitate the coaching network by matching coaches to Federal employees in their agency. The overarching project is to create a network of coaches in the Federal Government that would provide

developmental coaching to Federal employees via a shared services format.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	4

GAO Approval

Outline of Records Schedule Items for DAA-0478-2014-0002

Sequence Number	
1	Inputs Disposition Authority Number: DAA-0478-2014-0002-0001
2	Master File Disposition Authority Number: DAA-0478-2014-0002-0002
3	Outputs Disposition Authority Number: DAA-0478-2014-0002-0003
4	System Documentation Disposition Authority Number: DAA-0478-2014-0002-0004
5	Backup Disposition Authority Number: DAA-0478-2014-0002-0005

Records Schedule Items

Sequence Number	
1	<p>Inputs</p> <p>Disposition Authority Number DAA-0478-2014-0002-0001</p> <p>The sources of inputs will be information derived from the submission form. The submission form will be received via email and the data will be entered straight into the database.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Withdrawn Status Explanation Records scheduled under GRS 20/2b</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after information is entered into the system</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Master File</p> <p>Disposition Authority Number DAA-0478-2014-0002-0002</p> <p>The database will contain information about the covered individuals relating to name, current title, supervisor name, supervisor email, resume, a short biography, work phone number, work e-mail address, coaching credential or certification, years of experience, specialty area(s), coach availability (maximum number of clients), security clearance, home agency/department, location of work, academic background, employment history, and GS level.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>

3	Disposition Instruction	
	Retention Period	Destroy or delete when superseded or obsolete or 5 years whichever comes first.
	Additional Information	
	GAO Approval	Not Required
	Outputs	
	Disposition Authority Number	DAA-0478-2014-0002-0003
	The system creates no outputs.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Withdrawn Status Explanation	System creates no outputs. See above.
4	Disposition Instruction	
	Retention Period	No outputs
	Additional Information	
	GAO Approval	Not Required
	System Documentation	
	Disposition Authority Number	DAA-0478-2014-0002-0004
	Certification and Accreditation documents, individual user manuals, model descriptors and system data requirements. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Withdrawn Status Explanation	Records are scheduled under GRS 20/11a.

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Disposition Instruction

Retention Period

Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (GRS 20, 11a[1])

Additional Information

GAO Approval

Not Required

Backup

Disposition Authority Number

DAA-0478-2014-0002-0005

Backups are created and maintained by the Max.OMB.Gov server staff.

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Withdrawn Status Explanation

Records are scheduled under GRS 24/4a1.

Disposition Instruction

Retention Period

(A) Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 20, 8b.

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/13/2014	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
06/13/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist