

## Request for Records Disposition Authority

Records Schedule Number      DAA-0562-2013-0010

Schedule Status      Approved

Agency or Establishment      Court Services and Offenders Supervision Agency

Record Group / Scheduling Group      Records of the Court Services and Offender Supervision Agency for the District of Columbia

Records Schedule applies to      Agency-wide

Schedule Subject      Learning Depot Learning Management System (LMS)

Internal agency concurrences will be provided      No

Background Information      The Learning Depot Management System is used by both Court Services and Offender Supervision Agency and Pretrial Services Agency, Office of Human Capital Management/Training and Career Development

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	0

GAO Approval

## Outline of Records Schedule Items for DAA-0562-2013-0010

Sequence Number	
1	Learning Depot Learning Management System (LMS)
1.1	Master File Disposition Authority Number: DAA-0562-2013-0010-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Learning Depot Learning Management System (LMS)</b> The LMS provides CSOSA and PSA employees with 24 hour, 7 day a week access to training opportunities and training-related data. It is designed to track learning programs and allows PSA and CSOSA to report eHRI training data to the Office of Personnel Management (OPM). NOTE: All Inputs, Outputs, and Documentation are covered by GRS 20.</p>
1.1	<p><b>Master File</b></p> <p>Disposition Authority Number      <b>DAA-0562-2013-0010-0001</b></p> <p>The LMS contains employee data (EOD dates, organizations, position, pay grade, etc.) and training data (learning completions, learning assignments, learning curricula, and training resources) for PSA and CSOSA employees. The information is entered by system administrators, by employees via completion of the SF-182, and through an interface with NFC.</p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period      <b>Destroy 3 year(s) after the employee separates from the Agency.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval      <b>Not Required</b></p>

## 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
07/30/2013	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council
04/22/2014	Submit for Concur rence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/24/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
04/24/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
04/25/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist