

## GENERAL RECORDS SCHEDULE 2.6: Employee Training Records

This schedule covers records about designing, developing, and implementing employee training within Federal agencies that is not mission-related. Typically, such training is routine or mandatory and covers general knowledge and actions all agencies expect of employees, such as training on information security, anti-harassment, ethics, EEO compliance, drug-free workplace, records management, and travel card use. In other words, training on administrative activities. It does not include specialized training for firearms, health and safety, national defense, political appointees, or mission-specific training, which may document an agency's program objectives or illustrate program operations. This schedule includes documentation of employee training provided from any source (internally or externally via private vendors or other agencies) and applies to all groups of Federal workers, civilian, military, and contractors.

Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Non-mission employee training program records.</b>  <b>Exclusion:</b> This item does not cover ethics-related training. Ethics training is scheduled by item 020.                      Records about planning, assessing, managing, and evaluating an agency's training program:</p> <ul style="list-style-type: none"> <li>• plans, reports and program evaluations</li> <li>• organizational and occupational needs assessments</li> <li>• employee skills assessments</li> <li>• employee training statistics</li> <li>• notices about training opportunities, schedules, or courses</li> <li>• mandatory training tracking and reporting files</li> <li>• logistics and coordination documents</li> <li>• Authorization, Agreement and Certification of Training (SF-182) and similar records</li> <li>• registration forms, employee attendance records</li> <li>• syllabi, presentations, instructor guides, handbooks, and lesson plans</li> <li>• reference and working files on course content</li> <li>• other course materials, such as presentations and videos</li> <li>• student, class, or instructor evaluations</li> </ul> <p><b>Note:</b> Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.</p>	<p><b>Temporary.</b> Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0014-0001</p>
020	<p><b>Ethics training records.</b>                      Records include but are not limited to:</p>	<p><b>Temporary.</b> Destroy when 6 years old or</p>	<p>DAA-GRS-2016-0014-0002</p>

	<ul style="list-style-type: none"> <li>• administration of new employee ethics orientations. annual, and other types of ethics training</li> <li>• agency's annual written plans</li> <li>• notices about training requirements and course offerings</li> <li>• rosters of employees required to attend and verification of training completed</li> <li>• instructor guides, handbooks, handouts and other materials</li> </ul>		when superseded, whichever is later, but longer retention is authorized if required for business use.	
030	<p><b>Individual employee training records.</b> Records documenting training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include:</p> <ul style="list-style-type: none"> <li>• completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors)</li> <li>• Individual Development Plans (IDPs)</li> <li>• mentoring or coaching agreements</li> </ul> <p><b>Exclusion:</b> Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item.</p>		<b>Temporary.</b> Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.	DAA-GRS-2016-0014-0003
040	<p><b>Senior Executive Service Candidate Development Program (SESCDP).</b> SESCDP is an OPM-approved training program designed to develop employees with strong executive potential to qualify them for and authorize their initial career appointment in the Senior Executive Service.</p>	<p><b>Program records.</b> Records documenting program scope, policies, planning, budget, and curriculum planning.</p>	<b>Temporary.</b> Destroy when no longer needed for business use.	DAA-GRS-2016-0014-0004
041		<p><b>Case records on SESCO DP participants.</b> Records documenting training, developmental assignments, mentor agreements and evaluations, and SES Development Plans.</p>	<b>Temporary.</b> Destroy upon certification by OPM's Qualifications Review Board (QRB) or 1 year after separation from SESCO DP, but longer retention is authorized if required for business use.	DAA-GRS-2016-0014-0005