



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Training Academy

Division: Division of Human Services

Sub-Section:

TITLE: Training Academy Records

CUTOFF: When Superseded or Outdated

DESCRIPTION: Records of basic, in-service, institutional, and outside training of departmental staff. Record include but are not limited to: training manuals, sign-in sheets, pass/fail statistics, and training feedback forms.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: Training certificates are placed in the official personnel file under series 23225 - Personnel Files.

DISPOSITION ACTION: Destroy

SERIES: 9145

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023