

Training files (GRS-2411)

Utah General Retention Schedule

Description

Documents the training exercises conducted by the Department for personnel. The exercises are created to simulate incidents and are used to train staff to respond to those incidents. May include training video tapes. The material is updated frequently to reflect new techniques and incidents. The individual's personnel file would include a record of any training course completed.

Retention and Disposition

Retain for 6 months after or until superseded, and then destroy records.

Categories

Security

Effective

10/2000

Previous Schedule Number

SG-10(229)-18