

Training files (GRS-2518)

Utah General Retention Schedule

Description

Employee training correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Juvenile Justice Services

Effective

07/1999

Previous Schedule Number

SG-3(1116)-25