

Employee training files (GRS-902)

Utah General Retention Schedule

Description

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

Retention and Disposition

Retain for 6 years, and then destroy records.

Categories

Municipality

Human Resources

Effective

06/1997

Previous Schedule Number

MUN-9-18