

4.14 STAFF DEVELOPMENT

The activity of enhancing employees' competencies and skills through programs and training.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 22003 Rev. 1	<p><i>Training Files – Employee</i></p> <p>Records documenting the training history of individual employees participating in training, orientations and staff development programs.</p> <p>Training may include:</p> <ul style="list-style-type: none"> • Internal agency training for ethics, diversity, safety and other policies; • Internships, apprentice programs; • External training as requested or required. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Sign-in or attendance documentation IF no certificate or other documentation is issued as evidence of completion, satisfaction or attendance; • Policy review acknowledgements; • Certificates/credentials/licenses awarded or renewed; • Test results if necessary for continued certification, etc.; • Continuing education hours/credits/points. 	<p>Retain for 6 years after separation from agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>