

1.12 TRAINING OTHERS

The activity of the agency providing training (including through contracted trainers) to agency employees, contractors, customers/clients or the public.

See Human Resource Management – Staff Development for records documenting training received by employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 22001 Rev. 1	<p>Training – Arrangements</p> <p>Records relating to the administrative arrangements of agency-provided training courses, seminars and workshops.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Training date and place scheduling records; • Training availability announcements and notices; • Participant registration; • Arrangement of catering, facilities and equipment. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Contracts and Agreements (DAN GS 01050);</i> • <i>Financial Transactions – General (DAN GS 01001);</i> • <i>Travel (DAN GS 07001).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 22006 Rev. 0	<p>Training – Development</p> <p>Records relating to the development of training courses, seminars, workshops, etc., such as research, materials development, etc.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Training – General (DAN GS 22007);</i> • <i>Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008).</i> 	<p>Retain until training no longer provided by agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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GS 22007 Rev. 0	<p>Training – General</p> <p>Records documenting training courses, seminars, workshops, etc. <u>provided by</u> the agency (including through contracted trainers) to agency employees, contractors, customers/clients or the public where either:</p> <ul style="list-style-type: none"> • Training is <u>not</u> required by federal, state or local statute and/or the employer; • Qualifications/credentials/licenses are <u>not</u> earned; • Continuing education hours/credits/points are <u>not</u> awarded. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of materials presented (PowerPoint slide deck, handouts, etc.); • Attendee lists/sign-in sheets documenting who attended; • Tests administered and results; • Course/seminar/workshop evaluation feedback/surveys. <p><i>Note: Records documenting training <u>received by</u> employees are covered by Training Files – Employee (DAN GS 22003).</i></p>	<p>Retain for 3 years after training provided <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 22008 Rev. 0	<p>Training – Mandatory or Certification/Hours/Credit Provided</p> <p>Records documenting training courses, seminars, workshops, etc. <u>provided by</u> the agency (including through contracted trainers) to agency employees, contractors, customers/clients or the public where either:</p> <ul style="list-style-type: none"> • Training is required by federal, state or local statute and/or the employer; • Qualifications/credentials/licenses may be earned; • Continuing education hours/credits/points are awarded. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of materials presented (PowerPoint slide deck, handouts, etc.); • Attendee lists/sign-in sheets documenting who attended; • Tests administered and results; • Course/seminar/workshop evaluation feedback/surveys; • Certification/hours/credits/points awarded. <p><i>Note: Records documenting training <u>received by</u> employees are covered by Training Files – Employee (DAN GS 22003).</i></p>	<p>Retain for 6 years after training provided <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR