

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Records Retention and Disposition Schedule
By Bureau

9/19/2006

Agency: 000 General Retention Schedules
Bureau: G006 Training

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G006.001	Course Information Records Memoranda, flyers, announcements, catalogs, and other records related to specific training courses created by an agency. Includes information on course content, program registration, instructor, credits, and hours. * AGY - Retain 1 year or as long as of administrative value.	M	No	1Y	0Y	1
G006.002	Presentation/Training Development Files A record of presentation of course material developed and gathered for use in training. May include reference material, outlines, handouts, notes, evaluations, overheads, audio/videos, computerized presentations, answer keys, feedback forms, etc. * AGY - Retain 1 year or as long as of administrative value.	M	No	1Y	0Y	1
G006.003	Training Needs Assessment Training plans, training development, and assessments on employee training needs. * AGY - Retain 1 year or as long as of administrative value.	M	No	1Y	0Y	1