



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Human Resource & Total Rewards

Division: Administration Division

Sub-Section:

TITLE: Training Records

CUTOFF: EOSFY

DESCRIPTION: Records for the development and monitoring of training courses to include, but are not limited to class rosters, evaluations and feedback forms, internal transcripts listing training taken by employees, certificates of completion, program and training development materials, course curriculum, and management training rule reporting per 1 CSR 20-6.010.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23257

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010