



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**Personnel, Department of. Training Division.**

Agency: Training Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	96-116	<b>STATE TRAINING REGISTRATION</b>	DESTROY after two (2) years.
2	96-117	<b>REGISTRATIONS</b> Program and Human Resource Training. series, SF 47819, rev. 8-96.	DESTROY after two (2) years.
3	96-118	<b>EVALUATIONS OF TRAINING</b>	DESTROY after six (6) months.