



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Personnel, Department of. Training Division.

Agency: Training Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2023-04	<b>COURSE-SPECIFIC RECORDS</b> Covers the course itself (if computer-based) and all records regarding each course, including agency information, design, documentation, specifications and projections, course registrations, evaluations, and other statistical information provided by the Learning Management System. Retention consistent with Record Series GRPER-6 on the General Retention Schedule for All State Agencies.	REPLACE courses and course design information upon update by agency. DELETE all other records three (3) years after creation. DELETE courses and course design information three (3) years after deactivation of the course.
2	2023-05	<b>LEARNER-SPECIFIC RECORDS</b> Covers all information about individual learners, including courses taken, scores, and other information provided by the Learning Management System. Retention consistent with Record Series GRPER-5 on the General Retention Schedule for All State Agencies.	DELETE from Learning Management System three (3) years after learner separates from state employment.