

## Bureau of Human Resources Record Retention Schedule

### **7406 TRAINING/EDUCATION**

#### **7406-01 TRAINING COURSE RECORDS**

Series documents records related to the design and implementation of training programs offered to employees by the City and may include course development material. Record consists of source material for training courses including general registration information, correspondence, course material, course evaluations, vendor data, and information on instructor's bills. Note: records of individual training/certification received by employees – whether conducted by a City or outside entity – are retained in the official employee personnel folder (7401-01).

Confidential? No  
Vital Record? No  
Record Copy? Yes

**RETENTION:** 5 years

**AUTHORITY:** OAR 166-200-0090 (19) (a)

#### **7406-02 TRAINING REGISTRATION RECORDS**

Series tracks and documents the participation levels and the results of all training classes, workshops, and seminars. Series consists of registration lists for each workshop or course, confirmation letters, general course information, evaluations, and announcements.

Confidential? No  
Vital Record? No  
Record Copy? Yes

**RETENTION:** 2 years

**AUTHORITY:** OAR 166-200-0090 (19) (b)