



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551585 **Agency:** AGO **Division:** PA74 **Section:** NA **Revision:** 0

Agency Series No.: PTA-ADV-05 **Record Series Title:** Advanced Training Course Files

Record Series Description: File maintained for each course to prove what was taught to an office at a particular time, over a typical career duration, as well as provide for time for post-government careers. Can include, but may not be limited to, registration forms for each attendee, roster (including lodging, registration/sign-in certificate), pre-payment record, correspondence, and Blue Book (which contains course summaries, lesson plans and schedule, rosters, slides/handouts, copy of test, attendees' test, score sheets, evaluations, and waivers).

Agency Web Link:

Confidential Description **Vital Description**

ORC 149.43 (A)(1)(p) Peace Officer Information

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	15 years from release date, then destroy pre-payment record, correspondence, evaluations, and waivers. Remainder of file should be printed to paper or converted to microfilm before disposition.	Documents show what was presented during the training course. Careers span 30+ years. Officers may need to show evidence of training in court and in appeal case after career. Also, if officer can show department didn't keep up with training, liability can shift from officer to department.	Delete
Microform	Retain microfilm for 50 years from release date unless retained on paper.	Documents show what was presented during the training course. Careers span 30+ years. Officers may need to show evidence of training in court and in appeal case after career. Also, if officer can show department didn't keep up with training, liability can shift from officer to department.	Shred
Paper	Retain paper for 50 years from release date, except pre-payment record, correspondence, evaluations, and waivers which can be disposed of after 15 years.	Documents show what was presented during the training course. Careers span 30+ years. Officers may need to show evidence of training in court and in appeal case after career. Also, if officer can show department didn't keep up with training, liability can shift from officer to department.	Shred

Approvals:

Created		Date: 10/22/2015
Approved	Nathan Owens, Records Coordinator	Date: 10/22/2015
Approved	Pari Swift, Records Officer	Date: 10/22/2015
Approved	Bunnie Jones, Record Administrator	Date: 11/10/2015
Approved	Martin Meeks, State Auditor	Date: 11/12/2015
Approved	Fred Previts, State Archivist	Date: 11/18/2015

Notes:

Note Date	Note Description	User