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- [New](#)
 - [Agency Specific](#)
 - [General](#)
- [Pending\(16\)](#)
- [General Schedule List](#)

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[State Home](#)
[Agency Contacts](#)

Series
Authorization No: 10551547 **Agency:** AGO **Division:** PA74 **Section:** NA **Revision:** 0

Agency Series No.: PTA-EDU-04 **Record Series Title:** Basic Programs Curriculum

Record Series Description: Approved curriculum for certification in basic training programs. Information compiled to provide the units, hours, and student performance objectives for the basic curriculum recommended by the OPOTC, including but not limited to the curriculum effective date and suggested lesson plans. Every six months, curricula are potentially released with updates plans.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain for 15 years, then print to paper or run to microfilm before disposition.	Must be able to prove what was taught at a particular time over typical career duration of an officer as well as provide for time for post-government careers in private security.	Delete
Paper	Retain paper for 50 years from release date unless retained on microfilm.	Must be able to prove what was taught at a particular time over typical career duration of an officer as well as provide for time for post-government careers in private security.	Recycle
Microform	Retain microfilm for 50 years from release date unless retained on paper.	Must be able to prove what was taught at a particular time over typical career duration of an officer as well as provide for time for post-government careers in private security.	Shred

Approvals:

Created		Date: 5/6/2014
Approved	Pari Swift, Records Officer	Date: 5/6/2014
Approved	Bunnie Jones, Record Administrator	Date: 5/19/2014
Approved	Martin Meeks, State Auditor	Date: 5/22/2014
Approved	Fred Previts, State Archivist	Date: 5/28/2014

Notes:

Note Date	Note Description	User
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