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Series
 Authorization No: 10551471 Agency: AGO Division: PA74 Section: NA Revision: 0

Agency Series No.: PTA-PRO-02 Record Series Title: School Record Files

Record Series Description: Detailed information about each training school conducted to ensure that the schools are meeting training requirements and as proof of student attendance. Files include, but are not limited to, the application to conduct a school, list of instructors, calendar (dates, topics and instructors), student enrollment list, attendance roster, student evaluation, audit sheets used to verify minimum criteria met, inspection reports, testing requests, student exams, medical extensions, student enrollment documents and violation notices.

Agency Web Link:

Confidential Description Vital Description

5 U.S.C. & 552a(SSN), 149.43(p) Peace officers residence & familial information

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	4 years from close of school		Erase
Paper	4 years from close of school, or until documents and/or data saved electronically		Shred

Approvals:

Created		Date: 1/6/2012
Approved	John Contonio, Records Coordinator	Date: 1/6/2012
Approved	Pari Swift, Records Officer	Date: 1/6/2012
Approved	Michael Hardenbrook, Record Administrator	Date: 1/19/2012
Approved	Martin Meeks, State Auditor	Date: 1/20/2012
Approved	Fred Previts, State Archivist	Date: 1/27/2012

Notes:

Note Date	Note Description	User
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