

0770 Training and Development Program Records

Description: Documents the office's administration of special programs such as orientation, health and wellness events, training and development courses, awards and honors, recreational activities, and any other job enrichment programs.

Examples: Records may include training program development, publications, arrangement and logistical records, participant lists, evaluation sheets, plans, and reports.

Retention Period: **Retain permanently, and once administrative use ceases contact Archives for review.**

Health and Safety