DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. 2424 - 04
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Agency Department of Public Safety and Correctional Services	**Division/Unit** Division of Correction

Item No.	Description	Retention
	This schedule replaces Schedule No. 1406-4. **APPRENTICESHIP AND TRAINING (INMATE) AREA:** All forms, reports, and records regarding apprenticeship and on-the-job training.	
I.	INMATE APPRENTICESHIP TRAINING FILE: A. Monthl y Training Records B. Monthly Evaluations C. Apprenticeship Agreements D. Co mpletion Certificates, Apprenticeship Related Instruction E. Completion Certificates, Apprenticeship F. Job Placement Records – Report	Retain five (5) years after inmate's release from institution, then destroy.

DGS 550-1

Agency Department of Public Safety and Correctional Services	**Division/Unit** Division of Correction

Item No.	Description	Retention
II.	INMATE ON-THE-JOB TRAINING FILE: A. Training Records B. Certificates of Completion C. Pre-Employment Class Rosters, Completions D. Correspondence	Retain five (5) years after inmate released from institution, then destroy.
III.	APPRENTICESHIP ADMINISTRATIVE RECORDS: A. Job Placement Records – Card Format B. Correspondence C. Apprenticeship Referral Form D. Apprenticeship Interview Form E. Curriculum Guides F. Job Placement Records – Card Format G. Job Placement Records – Reports H. Post-Release Follow-Up Surveys, Reports I. Employment Readiness, Class Rosters, Completions, Attendance J. Computer Printout Of Trainees by Current Location	Retain three (3) years and until all audit requirements met, then destroy. **Exception:** Item III.J – Destroy previous printout when new printout received.

DGS 550-1A