

Workforce Training Records Retention Schedule

*Key: PM= Permanent, AC= After Close, FE= Fiscal Year End, LA=Life of Asset
AV= As Long as Administratively Valuable, US= Until Superseded, + Year*

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Academic</i>				
	Contracts to provide training	Workforce Training	SG 18-75	AC + 3
	Course Outline for Classes- Regulating Agency Course Requirements	Workforce Training	SG 18-03	PM
	Course Syllabi & Changes	Workforce Training	SG 18-03	PM
	Teacher Certification Application	Workforce Training	SG 18-44	AC + 3
	Workshop Syllabi	Workforce Training	BoiseRM	2
<i>Administrative</i>				
	3rd Party CDL Tester Agreement	Workforce Training	SG 18-75	AC + 3
	Accident Reports- vehicle and student	Administrative Services, VP	SG 18-09	5
	Advisory Board Information	Workforce Training	SG 18-16	PM
	Appointment books	Workforce Training	SG 18-25	CE + 1
	Correspondence- Administrative- Departmental and/or campus planning, procedural, etc.	Originating Department	SG 18-20	PM
	Course Approval Form	Registrar	SG 18-05	PM
	Customer Surveys	Workforce Training	SG 18-23	3
	Facilities Use Agreement (Hold Harmless)	Workforce Training	Boise RM	AC + 3
	Facility Reservation Calendar	Workforce Training	SG 18-103	1
	General Staff Meeting Minutes	Workforce Training	SG 18-47	3
	Grant files- award letters, budget sheets/setup, applications	Workforce Training	SG 18-141	AC + 3
	Meeting Minutes	Workforce Training	SG 18-16	PM
	Memorandum of Agreements	Workforce Training	SG 18-75	AC + 3

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
	Strategic Plan	Workforce Training	SG 18-48	PM
	WFT Organizational Chart	Workforce Training	SG 18-38	PM
<i>Computer Systems</i>				
	Computer Removal Agreements	Workforce Training	SG 18-106	FE + 3
	Inventory Report, description and specs	Workforce Training	SG 18-81	FE + 3
	Software licenses	Workforce Training		LA
<i>Equipment</i>				
	Equipment Manuals	Workforce Training	SG 18-82	LA
	Inventory detail	Workforce Training	SG 18-81	FE + 3
	Security Alarm System folder	Workforce Training	SG 18-100	AC + 2
<i>Facility Operations</i>				
	Facility Project Planning	Physical Plant	SG 18-98	AC + 3
	Property Disposal Reports	Originating Department	SG 18-99	PM
	Vehicle records	Administrative Services, VP	SG 18-354	LA + 1
<i>Fiscal</i>				
	Cash receipts logs	Workforce Training	SG 18-119	FE + 5
	Charge Schedules/Price Lists	Workforce Training	SG 18-122	US + 3
	Contracts and Leases	Workforce Training	SG 18-93	AC + 6
<i>Legal</i>				
	Certificates issued by regulatory agencies	Workforce Training	BoiseRM	2
	Litigations	Originating Department	SG 18-170	PM
	Open records request approved	Workforce Training	SG 18-171	PM
	Open records request denied	Workforce Training	SG 18-172	PM

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Personnel</i>				
	Accident/incident reports	Originating Department	SG 18-09	5
	ADA Documentation	Workforce Training	SG 18-186	3
	Applications hired	Human Resource Services	SG 18-181	AC + 5
	Applications not hired	Workforce Training	SG 18-182	AC + 2
	Complaint records	Human Resource Services	SG 18-191	FE + 3
	Drivers license copies of employees	Human Resource Services	SG 18-218	US
	Employee counseling	Human Resource Services	SG 18-197	AC + 3
	Employee Development/Training Records	Workforce Training	SG 18-240	AC + 3
	Employee recognition	Human Resource Services	SG 18-201	AC + 3
	Individual job tasks for positions, working relationships, etc.	Workforce Training	SG 18-214	US + 3
	Time off/sick leave requests	Workforce Training	SG 18-236	FE + 3
	Training & Education achievement records	Human Resource Services	SG 18-240	AC + 3
<i>Students</i>				
	474 State Report/State Head Count	Workforce Training	SG 18-336	5
	Accident/incident reports	Workforce Training	SG 18-09	5
	Class rolls/roster regulated	Workforce Training	SG 18-06	PM
	Consent to photograph	Workforce Training	SG 18-02	3
	Disciplinary records	Workforce Training	SG 18-307	AC + 2
	Drug test reports & immunizations	Workforce Training	SG 18-322	AC + 5
	List of student in proctor exams	Workforce Training	SG 18-345	AC + 1
	Pass/Fail records	Workforce Training	SG 18-330	AC + 1
	Promissory Notes	Workforce Training	SG 18-315	AV

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
Regulating agency reports		Workforce Training	SG 18-271	PM
Scholarship application awarded		Workforce Training	SG 18-341	AC + 5
Scholarship application rejected		Workforce Training	SG 18-338	AC + 1
Skill test results		Workforce Training	SG 18-345	AC + 1
SRI Summaries		Workforce Training	SG 18-242	AC + 5