

## 05-025/00 Record Retention Policy

<b>CUSTODY SERVICES DIVISION</b>		<b>Unit Order: #05-025/00</b>
<b>GENERAL POPULATION</b>		<b>Effective Date: 01-01-1998</b>
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>		<b>Revision Date:</b>
		<b>Review Date:</b>
<b>Subject:</b>	<b>Record Retention Policy</b>	
<b>Reference:</b>	<b>CDM 4-13/000.00</b>	
<b>Unit Commander Signature:</b>		<b>Date:</b>

**PURPOSE OF ORDER:** The purpose of this unit order is to establish procedures for filing and retaining deputy orientation and training records.

**SCOPE OF ORDER:** This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

### ORDER:

The NCCF Training Unit shall be responsible for the maintenance of all training records. All deputy, civilian and supervisor orientation records shall be retained for a period of at least five years from the date an employee completes training. These records, which document the progress of the employee, will be filed in a separate file, not the unit personnel records.

Deputy orientation and training records are the documents comprised of the training tests, check off sheets, progress reports and evaluations.

The training records for each individual will be destroyed after two years have elapsed. Only the training summary will be retained. The training summary will reflect the successful completion of the orientation and training program. The summary will become a permanent record when it is placed in the personnel jacket of the employee.

When a trainee or civilian employee transfers to another unit prior to the successful completion of training, the records will be assembled and labeled "Training Package". The Training Package will be forwarded to the next Unit Commander for review and disposition. If an employee leaves county service prior to completion of the training program, all unit training records shall be returned to Personnel Services for inclusion in the permanent personnel record folder.

