

# Where are my records?

## Training Records

Functional Schedule for  
North Carolina  
State Agencies



NC DEPARTMENT OF  
NATURAL AND CULTURAL RESOURCES

# Functions of State Government

Finding your training records on the Functional Schedule is dependent on understanding why you have the records in your office

- Agency Mgmt
- Asset Mgmt
- Econ Development
- Education
- Financial Mgmt
- Governance
- Healthcare
- HR
- IT
- Infrastructure Mgmt
- Law Enforcement
- Legal
- Monitoring & Compliance
- Public Assistance & Support Services
- PR
- Risk Mgmt

# TRAINING



From training required for my job



From a workshop I conducted for agency personnel



From a workshop I conducted for people outside my agency



From a training session I conducted that provides CEUs or recreational certification



Generated by a contractor hired by my agency to provide training

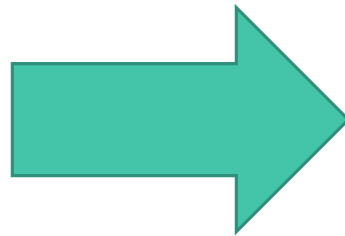


Generated in a school that grants diplomas



## Are the records from training I was required to attend for my job?

employee-specific records documenting the training of agency personnel; includes certificates, transcripts, test scores, selections, and other related records

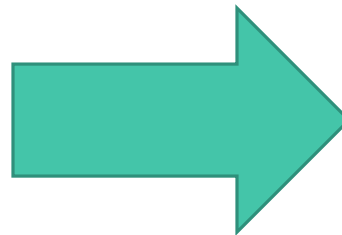


RC No. 884:  
Employee Training  
Records



# Are the records from a workshop I conducted for agency personnel?

records concerning the delivery of training to agency personnel; includes training manuals, syllabi and course outlines, and other related records

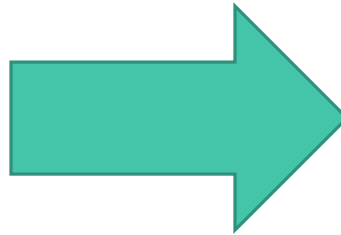


RC No. 883:  
Employee Training  
Materials



# Are the records from a workshop I conducted for people outside my agency?

agendas, handouts, presentations, and other related records produced for agency training events for external audiences

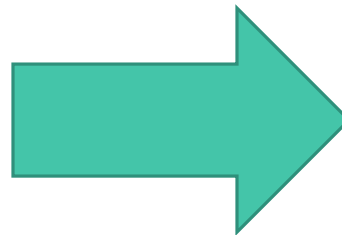


RC No. 1556:  
Training Materials



## Are the records from a training session that provides professional CEUs or recreational certification?

records concerning courses offered to non-agency personnel that are necessary for professional or recreational credentialing and re-certification; includes instructional materials, assessments, and other related records

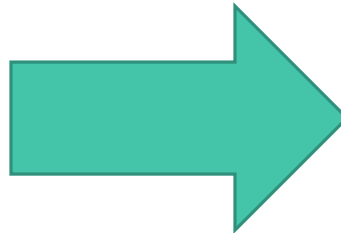


RC No. 421:  
Coursework



# Are the records generated by a contractor my agency uses to provide training?

records documenting the evaluation of consultants, contractors, providers, and vendors with whom the agency conducts business



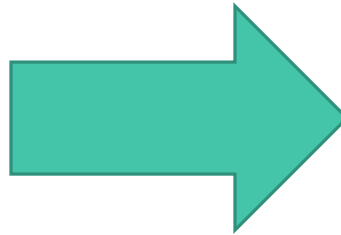
RC No. 1314:  
Consultant,  
Contractor,  
Provider, and  
Vendor Due  
Diligence Records





# Are the records generated in a school that grants diplomas?

lesson plans  
developed by  
individual  
teachers or teams



RC No. 434:  
Lesson Plans



# Functions of State Government

So dependent on why you have training records in your office, you can find their appropriate retention and disposition instructions in one of four functions:



# Functions of State Government



- Agency Mgmt
- Asset Mgmt
- Econ Development
- Education
- Financial Mgmt
- Governance
- Healthcare
- HR
- IT
- Infrastructure Mgmt
- Law Enforcement
- Legal
- Monitoring & Compliance
- Public Assistance & Support Services
- PR
- Risk Mgmt

You can find the names of the Chief Records Officer and the Records Analyst for your agency on our website at:

<https://archives.ncdcr.gov/government/records-management-services-and-training/chief-records-officers>



You can find the *Functional Schedule for North Carolina State Agencies* on our website at:

<https://archives.ncdcr.gov/government/retention-schedules/state-agency-schedules>

