

Section 16: Training Records

	A	B	C	D	E	F
	BNL Site-Specific Records Retention Schedule					
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1	Note: Records Marked With 'EPI' Are Under A Moratorium. Do Not Destroy These Records.					
2	Series Title	Description	16	Schedule	Cutoff	Retention
3	Brookhaven Training Management System (BTMS)	This series contains Brookhaven National Laboratory's (BNL) Training Management System (BTMS) database, which serves as the orbitor or repository for the documentation of training activities at this facility. It includes, but is not limited to, the following types of training: computer software courses, environment, safety, and health courses, management/supervisory courses, professional development/communication skills courses, quality management courses, and site requirement courses. Files in this database are historical in nature listing the training required and date and type of training received for all employees and guests. These are original record copies used for job/task functions, administrative, procedures and operational purposes. It is kept for reference, verification, auditing and work in progress.	16	ADM-1.29.2.A.1	Calendar	Transfer to a federal record center after last session. Destroy 75 years after cutoff.
4	Drill Guides/Scenarios	This series contains scenarios prepared for drills and exercises used for performance testing.	16	ADM-1.29.2.B	Calendar	Destroy when superseded or obsolete. Do not transfer to a federal records center.
5	Environmental Safety and Health Training	This series contains records such as manuals, syllabuses, textbooks, and other training aids; description of course content; examination banks; examination cover sheets; content, attendance rosters; documentation of required performance items, and course lesson plans. Training courses related to environmental safety and health topics include but are not limited to: emergency planning and response; basic electrical safety; accident investigations; and lead in the workplace.	16	ADM-1.29.2.A.2	Calendar	Transfer to a federal records center after last session. Destroy 75 years after last session.

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2	Series Title	Description	16	Schedule	Cutoff	Retention
6	General Training	This series contains records such as manuals, syllabuses, textbooks, and other training aids; description of course content; examination banks; examination cover sheets; content, attendance rosters; documentation of required performance items, and course lesson plans. Training courses include, but are not limited to, counterintelligence awareness; cyber security training, and GET (General Employee Training).	16	ADM-1.29.2.A.3	Calendar	Transfer to a federal records center after last session. Destroy 2 years after transfer.
7	Hazardous, Toxic, or Radioactive Training	This series consists of records such as manuals, syllabuses, textbooks, and other training aids; description of course content; examination banks; examination cover sheets; content, attendance rosters; documentation of required performance items, and course lesson plans. Training courses relating to the handling of hazardous, toxic, or radioactive materials, radiation safety or criticality safety, or training provided to prepare employees regarding actions appropriate for avoiding, preventing, and minimizing any type of injury which could result from exposure to harmful substances include, but is not limited to, sealed radiological source control for source custodians, hazardous waste generator, compressed gas cylinder safety, and stop work procedure training.	16	ADM-1.29.2.A.1	Calendar	Transfer to a federal records center after last session. Destroy 75 years after transfer.
8	Individual Employee Training Records	This series contains attendance/completion records of training courses or sessions applicable to the employee's job or position, qualification or certification results, new employee indoctrination/orientation checklists, and other pertinent documentation.	16	ADM-1.29.1.A.1	Calendar	Cut off at time of separation or transfer of employee. Screen out and destroy all item 1.29.1.A.4 records (medical examination results). Transfer folders with remaining documents to the local federal record center. Destroy 75 years after cutoff.
9	Training Aids	This series contains course training aids. These aids include but are not limited to videos, films, graphs, charts, and presentations.	16	ADM-1.29.2.D	Calendar	Destroy when superseded or obsolete. Do not transfer to a federal records center.
10	Training Correspondence	This series contains correspondence on the establishment, administration and availability of a course.	16	ADM-1.29.2.C	Calendar	Destroy 2 years after last session. Do not transfer to a federal records center.