

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
<b>PER 25</b>	<b><u>TRNG</u></b>	<b><u>TRAINING RECORDS</u></b>		
	TRNG – 1	Training Filmstrips and Slides – Personnel and Administrative  Correspondence, Reports, Filmstrips and Slides	<u>TEMPORARY:</u>  Destroy 1 year after completion of training program.	GRS 21, Item 3
	TRNG – 2	Training Footage  Correspondence, Reports, and Footage.	<u>TEMPORARY:</u>  Destroy 1 year after completion or training program.	GRS 21, Item 9, 14, 17
	TRNG – 3	RESERVED		
	TRNG – 4	RESERVED		
	TRNG – 5	RESERVED		
	TRNG – 6	RESERVED		
PER 25	TRNG – 7	Agency Sponsored Training  Correspondence, agreements, reports, plans.	<u>TEMPORARY:</u>  Destroy when 5 years old or 5 years after completion of a specific training program.	GRS 1, Item 29a(1)
PER 25	TRNG – 8	Background and working files.	<u>TEMPORARY:</u>  Destroy when 3 years old.	GRS 1, Item 29a(2)
PER 25	TRNG – 9	Employee Training  Correspondence, memoranda reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.	<u>TEMPORARY:</u>  Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	GRS 1, Item 29b