

## State of Nevada Internal Audits: Financial Management Section

Version Date: 09/18/2013

### **2006152 Financial Managers Electronic Training Files**

Reviewed: 9/20/2006

Description: This record series is used administratively to keep track of Financial Management Training given in accordance with NRS 353A.055. The electronic files include: "Attendance for Training" used to keep track of state employees who have received training in accordance with NRS 353A.055 (1)(b) and NAC 353A.100 (includes data on name, agency information, contact information, date of training, etc.); "Tests (Training)" used to develop, modify and print out tests for the required training classes; "Evaluation Rating" used to determine the effectiveness of the training in accordance with NRS 353A.055 (1)(c) (containing data on the number in attendance, date of training, evaluation questions, rating, etc.); "Evaluation Response Spreadsheet" used to follow-up on training by responding to questions posed by trainees in order to provide technical assistance to agencies in accordance with NRS 353A.055 (1)(d) (contains data on name, contact info, dates, questions, response, etc.); and similar electronic files.

Retention: Update and modify these electronic records as needed, purging the database of information no longer needed for administrative purposes.

Disposition: Destroy Securely

### **2006153 Financial Managers Training Files**

Reviewed: 9/20/2006

Description: This record series is used to develop, conduct and evaluate training required by NRS 353A.055 and NAC 353A.100. The files may contain: tests, training evaluations, Summary to Test Results, class register, class attendance, class schedule, training materials (handouts, etc.), supportive documents and related correspondence.

Retention: Retain these records for a period of five (5) calendar years from the date of the training.

Disposition: Destroy Securely