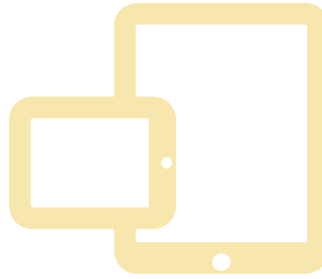


CIRMA E-Learning Center

Personnel Record Retention (Federal Standards) Online Training Program



Our E-Learning Programs are **FREE** to all CIRMA members.

Course Description:

This course covers personnel record retention. In this course, the learner will be introduced to record retention basics, potential liabilities, as well as specific federal standards on a variety of employee records. Additionally, this course gives the learner a step-by-step guide on creating a foolproof record retention policy that protects your company on all legal and business fronts.

Time: One hour [Preview the Personnel Record Retention \(Federal Standards\) online training program here.](#)

Learning Objectives:

At the end of this course, the learner will be able to:

- Define record retention
- Differentiate between the required retention time for personnel records
- List the steps to develop and implement a record retention policy

Key Topics Include:

- Record Retention Definitions
- Relevant Laws
- The Importance of Record Retention
- Federal versus Individual State Requirements
- Record Types, Applicable Laws, and Retention Times
- Effective Record Retention Policies

To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —

www.CIRMATraining.org

To register for this course, please contact your organization's E-Learning Administrator.

