

LVCBA Policy:

**TRAINING RECORDS**

Revision Nbr **01**

Effective Date: **5/25/10**

This Policy was Approved for use by the LVCBA Board of Directors on May 24, 2010.

## **I. APPLICATION**

- A. This Policy applies to the LVCBA Board of Directors and the Executive Director of LVCBA WDIY.

## **II. TRAINING RECORDS**

Effective, efficient training shall be conducted as dictated by LVCBA policies. As evidence of training, the LVCBA Board of Directors and Executive Director of WDIY shall comply with this Policy to create Training Records as required by applicable LVCBA policies. Training Records shall be archived in accordance with prevailing document retention policy.

## **III. TRAINING RECORD FORM**

See Enclosure ('LVCBA WDIY Training Record'.)

**• END OF POLICY\***