

**City Manager's Office**  
**Administrative Order No: 004**  
**Issued: 1989**  
**Revised: 10/03**

---

**Approved by Willis A. Casey**  
**City Manager**

**Subject: Centralized Training Records**

**Purpose:**

Maintain a centralized system to record training provided to employees. Centralized recording of training improves the City's ability to identify existing resources and needs.

**Procedure:**

The Human Resources Department will collect documentation of courses taken for maintenance in the employee's personnel file. Those departments who maintain separate training files shall forward copies of training records to Human Resources.