

BACKGROUND CHECK VERIFICATION FORM – MULTIPLE EMPLOYEES

This is to certify that the following employees:

Employee Identification Number or

Name	Last 4 of Social Security Number
are currently working at	State Prison/Center/ or Office. a complete background check and is cleared of
any Domestic Violence convictions pursuant to	
Signature of Appointing Authority or Designe	e
Date	

Retention Schedule: All training records must be kept at local facility training offices and/or regional training offices until storage capacity is exceeded. Training records must then be boxed, labeled by location and year, and forwarded to the Academy Director's office for storage in Bay D, SOSTC Fleet Warehouse, which is climate controlled. After retention for at least seven (7) years, only the Academy Director may direct that training records be destroyed.