

Civil Service Rule XIV: Records and Reports

Section 1. Official Roster:

The Director shall provide and maintain a complete official roster of employees showing for each employee, his name, address, class title, pay range, changes in any of them, and such other information as he may deem desirable. The form and manner in which such information shall be maintained shall be determined by the Director.

Section 2. Changes in Status Reports:

Every vacancy, appointment, transfer, demotion, promotion, dismissal, change of salary rate, disability report, leave of absence, absence from duty, and other temporary or permanent change of status of employees of the classified service shall be reported to the Director at such time, in such form, and together with such supporting or pertinent information as the Director may prescribe in conformity with these rules.

Section 3. Access of Administrative Records:

Officers and employees shall make available to the Director all department reports, records, and documents, the examination of which will aid him in the discharge of his duties.

Section 4. Records Open to the Public:

With the exceptions indicated in these rules, the minutes of the meetings of the Commission, annual and special reports, classification and compensation plans, reemployment and employment lists and records of employee names, class titles, and salary ranges are hereby declared to the public records and shall be open to public inspection at the office of the Department, under reasonable conditions, during business hours. Material to be used in tests not yet held, confidential reports of employees regarding applicants or eligibles, and the names and identity of special investigators who may be temporarily employed by the City and whose usefulness would be impaired if their identity were disclosed are held confidential. Test papers and results, except confidential test material, shall be open to inspection as provided in Rule VI, Section 11. The service ratings of an officer or employee as recorded in the office of the Department shall be open to inspection as provided in Rule X, Section 3.

Section 5. Destruction of Records:

Roster cards, minutes of meetings, and records of receipt and disbursement of Departmental funds shall be kept permanently. Records pertaining to any examination, including correspondence, applications, and examination papers may be destroyed after the expiration of the eligible list or lists based upon the examination. All other non-permanent records pertaining to personnel may be destroyed after five (5) years.