

Bureau of Human Resources Record Retention Schedule

7402 LABOR RELATIONS – CIVIL SERVICE

7402-02 CIVIL SERVICE BOARD APPEAL AND HEARING RECORDS

Series is used to document the actions of the Civil Service Board (CSB). Series consists of the Civil Service Board meeting and hearing records. Meeting records consist of agenda and audio minutes of Civil Service Board meetings. Hearing records consist of documents regarding appeals from suspensions, demotions and discharges, classification actions and examinations. Records include the basic candidate's or employee's letter of appeal, analyst's correspondence and the Director's determination for appeals not resolved at the Director level. Hearing records include documents and exhibits used at hearings; the audio record of the hearing and the CSB decision.

Confidential? Consult City Attorney's Office for assistance before releasing information.

Vital Record? No

Record Copy? Yes

RETENTION: 7402-02 (A) Minutes (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records): Permanent

7402-02 (B) Executive session minutes: 10 years

7402-02 (C) Other records: 5 years

AUTHORITY: OAR 166-200-0010(13)

7402-04 APPEAL RECORDS

Records are set up to track personnel appeals up through the Director's determination as outlined in the appeal process. Records include candidate's or employee's letter of appeal, analyst's correspondence and the Director's determination.

Confidential? Consult City Attorney's Office for assistance before releasing information.

Vital Record? No

Record Copy? Yes

RETENTION: 5 years after separation

AUTHORITY: OAR 166-200-0090(14); OAR 166-200-0090(11)