

## Bureau of Human Resources Record Retention Schedule

### **7403 EMPLOYMENT AND DEVELOPMENT**

#### **7403-01 APPLICANT FLOW RECORDS**

Series is created as a quick reference and used to track the flow of applicants as they fall out of the exam process. Records contain application tracking software reports of applicant flow for each exam given.

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

Vital Record? No

Record Copy? No

Where? Original is in Exam Records (7403-07)

**RETENTION:** 3 years

**AUTHORITY:** OAR 166-200-0090(18)

#### **7403-03 ELIGIBLE LISTS**

Lists are used to identify applicants who have passed all phases of an exam. This is the posted list. List states eligible number, exam number, name of position, date posted, ranking, name and grade.

Confidential? No

Vital Record? No

Record Copy? No

Where? Exam Records (7403-07)

**RETENTION:** 3 years

**AUTHORITY:** OAR 166-200-0090(18)

#### **7403-04 EMPLOYMENT APPLICATIONS AND EXAMINATION PAPERS**

Series consists of applicant employment applications and examination papers. Employment applications and test papers are used in the recruitment, examination, and hiring processes. Application documents vary by exam. Documents may include scannable applications form, education and work history form, veteran's preference form, resume, cover letter, supplemental application responses, DMV driving record, test evaluation rating forms, and written test answer sheet.

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

Vital Record? No

Record Copy? Yes

**RETENTION:** 10 years; if hired, transfer to Personnel folder (7401-01)

**AUTHORITY:** OAR 166-200-0090(18)

#### **7403-05 EXAM ANNOUNCEMENTS**

Series is used to announce open exams and is created for quick reference of current and past exam announcements. Records contain announcement number, description of position, opening and closing dates, salary range, required qualifications, explanation of exam process, and where and how to apply.

Confidential? No

Vital Record? No

Record Copy? Yes

Where?

**RETENTION:** 10 years

**AUTHORITY:** OAR 166-200-0090(18)

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### 7403-07 EXAM RECORDS

Series is used to verify exam activities and may also be used in the appeals process. Exam file records are archived when new exam processes have been completed for the same job classification. Exam file records may be retained in the bureau past the retention schedule to be used as reference for the next exam in the same job classification.

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

Vital Record? No

Record Copy? Yes

**RETENTION:** 10 years

**AUTHORITY:** OAR 166-200-0090(18)

### 7403-13 TEST QUESTION DATABASE

Series is reference file of questions used for written exams administered by the Personnel Bureau. Records consist of sample questions (multiple choice and essay) and answers to general and specific subject information used during the testing process.

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

Vital Record? No

Record Copy? No

Where? Exam Records (7403-07)

**RETENTION:** Retain until superseded or obsolete.

**AUTHORITY:** OAR 166-200-0090(18)

### 7403-14 UNSOLICITED EMPLOYMENT APPLICATIONS AND RESUMES

Series consists of general employment enquiries and related materials that are not in response to a particular job announcement or opening.

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

Vital Record? No

Record Copy? Yes

**RETENTION:** 3 months.

**AUTHORITY:** OAR 166-200-0090 (18)

### 7403-15 PRE-EMPLOYMENT MEDICAL EXAM RECORDS

Series consists of pre-employment physical or medical examination results on candidates for positions that require such exams to be administered. These records must be kept in a separate location from other employee recruitment and selection records as required by the Americans with Disabilities Act.

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

Vital Record? No

Record Copy? Yes

**RETENTION:** If candidate is hired, transfer to 7401-03 Confidential Medical Records. For unsuccessful applicants, retain records 3 years after position filled or recruitment canceled.

**AUTHORITY:** OAR 166-200-0090(18)

## Bureau of Human Resources Record Retention Schedule

### 7403-16 CERTIFICATION LISTS

List is the official certification of eligible candidates and is used to hire for budgeted positions. List consists of certification and top five names from the eligibility list. Lists contain certification number, number of vacancy request, Affirmative Action information, and any information supplied to the bureau about the vacancy. List shows who was appointed, who was not appointed, who did not respond and expiration data. (See also 7403-03; 7403-07)

Confidential? No

Vital Record? No

Record Copy? Yes

**RETENTION:** 10 years

**AUTHORITY:** OAR 166-200-0090(18)