



Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
2016-01	Application Materials for unsuccessful applicants (PRC positions only).	Retain 1 year	Paper/ Electronic		<input type="checkbox"/>
2016-02 (see 2015-58)	Request for Reconsideration and any supporting documents.	Retain until imaged	Paper		
2016-03 (Supersedes 2015-09)	Candidates' original exam-responses, including: Multiple-choice answer sheets (hand-written and computer entered), Constructed response forms (hand-written and computer entered), Computer files containing original responses, Audio and visual recordings of responses, Assessor scoring/rating forms, including writing samples, work samples, structured interviews, oral boards, etc.	Retain original paper and electronic copies 7 years from establishment of eligibility list, then destroy if of no administrative value	Paper/ Electronic		
2016-04 (Supersedes 2015-10)	Certification files, including: Certification letter for first vacancy sent to Human Resources lead, Certification letter for each successive vacancy sent to Human Resources lead	Retain until imaged	Paper		
2016-05 (Supersedes 2015-10)	Certification files, including: Certification letter for first vacancy sent to Human Resources lead, Certification letter for each successive vacancy sent to Human Resources lead	Retain 7 years from establishment of eligibility list	Electronic		
2016-06 (Supersedes 2015-11A, 11B)	Classification Specifications	Retain 7 years	Electronic		
2016-07 (Supersedes 2015-12)	Class Plan Alpha Listing	Retain until superseded, replaced, obsolete, then destroy	Electronic		
2016-08 (Supersedes 2015-16)	County Classification system including proposed classifications and supporting documentation; Requests for Rule Change and supporting documents; Class Plan Revision Request Form	Retain until no longer needed for administrative use, then destroy	Electronic		
2016-09 (Supersedes 2015-18)	Eligibility list files, including: Original eligibility list; Requests for removal from list; Documentation provided by Human Resources or the Appointing Authority supporting the removal of name(s) or	Retain for life of eligibility list (up to 1 year)	Paper		