

# Nevada Local Government Retention Schedule

**Civil Service**

**Section Number**

**C-1003**

**Examinations: Copies of Examinations**

**LRDA Number 2007-0102**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents examinations administered by the municipality in connection with screening job applicants to determine aptitude or skills. This series may include, but is not limited to, date of exam, position tested for, name of individual taking exam, social security number, actual test questions, applicant's answers, score sheet and scores.	Two (2) calendar years from the date of the record.	29 CFR 1602.31, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Examinations: Lists of Applicants Eligible for Employment**

**LRDA Number 2007-0106**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents applicants who have taken the required examinations for municipal employment, received a passing score, and are eligible for employment.	Two (2) calendar years after expiration of list	29 CFR 1602.31, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Examinations: Lists of Applicants Who Failed to Qualify for Employment**

**LRDA Number 2007-0103**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents applicants who have taken the required examinations for municipal employment, but failed to meet the minimum passing score needed for employment.	Two (2) calendar years from the date of the record.	29 CFR 1602.31, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Examinations: Lists of Applicants Who Failed to Take an Examination**

LRDA Number 2007-0104

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents applicants eligible to take an examination for municipal employment, but who failed to take an examination.	Two (2) calendar years from the date of the record.	29 CFR 1602.31, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Report of Oral Ratings**

LRDA Number 2007-0108

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents oral qualification appraisal examinations, which may be used to evaluate experience, training or education, and other factors that relate to the knowledge and abilities required to perform the work of a position or class.	Two (2) calendar years from the date of the record.	29 CFR 1602.31, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Transcripts of Hearings of Civil Service Board Involving Appeals**

LRDA Number 2007-0110

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are transcripts of hearings involving appeals of an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee. This series may include, but is not limited to, a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply, hearing notices, reports, and decisions, reversal of action, record of appeal, correspondence and related documents.	Two (2) calendar years after determination of appeal.	29 CFR 1602.31, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].