

Nevada Local Government Retention Schedule

Civil Service

Section Number C-1003

Examinations: Applicants Records

LRDA Number 20070102

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents examinations administered by the entity to screen job applicants and the applicants who passed, failed, and/or were eligible to participate. This series may include, but is not limited to, date of exam, position tested for, name of applicant, actual test questions, applicant's answers, score sheets, and eligibility lists.	Two (2) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Report of Oral Ratings

LRDA Number 20070108

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Transcripts of Hearings of Civil Service Board Involving Appeals

LRDA Number 20070110

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.