



**DOCUMENTS MAINTAINED BY THE AGENCY MAY BE STORED IN PAPER OR ELECTRONIC FORMAT AND MUST BE MADE AVAILABLE TO THE DEPARTMENT OF CIVIL SERVICE EMPLOYEES UPON REQUEST.**

**Agencies must maintain:**

The Accountability Division allows for the documents that must be maintained by an agency to be stored in paper or electronic format. This included LA Careers or any other approved online application system. Agencies choosing not to scan paper documents must make all documentation available to State Civil Service upon request.

- Application of the appointee – Paper applications of appointees should be scanned and attached into the exam plan in the LA Careers system as a best practice.
- Appointment records – this includes job postings, applications and certificates of eligible.
- For documentation of supporting documents and who verified the qualifications, the Accountability Division accepts the LA Careers system assignment of the posting for processing as the proper verification.
- If more than one person is qualifying applicants within an Exam Plan, a note should be made in the disposition comment field or in the “Notes” section of the Exam Plan indicating the name or initials of the person making the minimum qualification determination.

**For all appointments, promotions and transfers, regardless of type, agencies must maintain the following records and documentation:**

- Appointing Authority approval
- Application of appointee and any related documents used to verify qualifications such as transcripts, licenses, certifications, etc.
- Applicant flow information
- Documentation of who verified the qualifications and supporting documents (license, transcript, certification, etc.)
- For appointments only, if salary set using Rule 6.5(g), documentation of possession of extraordinary qualifications and initials or signature of the person who made the determination and verified them. (This may be included in the hire authorization comment section in Insight).

**Application Retention Schedule:**

- The application of any person appointed to a job vacancy should be kept as long as the person is an employee and three years after their separation from employment. This can be either in electronic or paper format.
- The applications of everyone who responds to a job vacancy must be kept for three years, whether they qualified or not. All such applicants must be counted as part of the applicant flow and for affirmative action reporting.
- All other records, including vacancy postings and results, applicant flow data, etc., must be retained by the agency for a period of three years from the date the record was created.