

RULE 13 ¹

RECORDS AND REPORTS

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¹ **Editor’s Note:** The rule number designation have been converted from Roman to Arabic numerals.

² **Editor’s Note:** The *Table of Contents* was added with the annotations of June 30, 2005.

Section 1. Permanent Records.³

The Commission shall maintain in its office the following records:

- A. Personnel Roster. The personnel roster shall be the official roster of the Civil Service Commission and shall show the employment history in the classified service of each person who has been appointed to, employed, promoted, reduced, or reinstated in any position in the classified service, the number of officers in each grade within a department, and such other information as the Commission may deem desirable. The Commission staff shall have access to all department records and papers, which shall aid in the discharge of the duties of the Commission and the maintenance of the roster. This roster shall not be released to the general public, except by leave of the Commission.⁴
(Amended October 13, 1995)
- B. Examination Lists. This shall be a confidential record maintained for Commission use only and shall contain date of examination, name of applicant, candidate identification number, examination scores and any other examination-related information deemed necessary by the Commission or Commission staff.⁵
(Amended November 15, 1989)
- C. Eligible Register. This record shall be maintained in a book or binder and shall show the name of the applicant, their respective examination scores, their standing on the register, the date the register was approved by the Commission, and such other information as the Commission may deem desirable.⁶
(Amended July 2, 1990; October 13, 1995)
- D. Minutes. The Commission shall maintain minutes of its meetings which shall be a record showing dates of the meetings, the names of those present, a record of the official action taken on the correspondence or other matters coming before the Commission, and such other information as the Commission desires to make a matter of record.⁷

³ **Rule Note:** See also Rule 2 § 4(H), *Powers, Duties and Purposes of the Commission – Record Keeping*.

⁴ **Rule Note:** See also Rule 2 § 5(D), *Duties of Executive Director*, regarding maintenance of personnel records and files.

⁵ **Rule Note:** See also Rule 7 § 1, *Examination Lists*

⁶ **Rule Note:** See also Rule 7 § 2(C) and 3(B), *Eligible Registers for Original Appointment* and for *Promotional Appointment*, respectively.

⁷ **Rule Note:** See also Rule 2 § 3(F), *Meetings – Minutes*.

Section 2. Personnel Records. ^{8 9}

The Commission shall maintain in its office the following records or photocopies thereof as follows:

- A. Individual Personnel File. This file or folder shall contain all papers including application blanks, correspondence, or any other matter pertaining to each applicant for original appointment in the classified service or who was appointed prior to the adoption of these Rules. This file shall be kept for at least three (3) years after the date of separation or until three (3) years after the death of an appointee.
Amended November 15, 1989; March 27, 1998)
- B. Efficiency Rating Records. The efficiency rating records shall be kept in the officer's folder for six (6) years. A record shall be maintained for the duration of the officer's service and shall record the efficiency score for each year thereof.

Section 3. Public and Confidential Records.

Public inspection of records shall be in accordance with the provisions of the Colorado Public Records law, Section 24-72-201, CRS, et seq. ¹⁰

Section 4. Reports of The Manager of Safety.

The Manager of Safety shall immediately report to the Commission the following information in regard to the personnel of the classified service.
(Amended October 13, 1995)

- A. Every appointment, whether emergency, provisional, probationary, permanent, or promotional.
- B. Every refusal to accept appointment of a person whose name has been certified in accordance with these Rules.
(Amended March 27, 1998)
- C. All demotions, suspensions, reinstatements, resignations, and separations from the classified service.

⁸ **Rule Note:** See also Rule 2 § 5(D), *Duties of Executive Director*, regarding maintaining personnel records and files.

⁹ **Rule Note:** See also Rule 2 § 4(H), *Powers, Duties and Purposes of the Commission – Record Keeping*.

¹⁰ **Editor’s Note:** Colorado Revised Statutes 24-72-201 et seq. is known as the Colorado Open Records Act.

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- D. Annual efficiency or ascertained merit reports.
- E. A periodic report giving changes in addresses and telephone numbers of personnel in each department.
- F. The date newly appointed classified members comply with Charter residence requirements.¹¹
(Amended October 13, 1995)

Section 5. Certifying Names and Status Changes to Auditor.^{12 13}

The Executive Director of the Commission shall be responsible for notifying the Auditor's officer of any change status, rates, and amounts of salary and compensation of officers within the classified service.

(Amended March 26, 1987; November 3, 1992)

Section 6. Any Other Records.

The Commission may at any time authorize and put into operation any other records which they deem desirable for the efficient and successful operation of the office.

END

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¹¹ **Charter Note:** Charter § C5.12-1, pertaining to residency requirements for employment, was amended in election of Nov. 3, 1998, to permit residency in the six county Denver metro area. In the election of Nov. 6, 2001 Charter § C5.12 et seq. was repealed and as a result all residency restrictions under Commission Rule 3, § 2(B) were eliminated. Thus, this reporting requirement became moot.

¹² **Rule Note:** Because the Executive Director's duty of reporting personnel changes to the Auditor had become obsolete, it was repealed from Rule 2 § 5 in the Amendments of October 27, 2000. Subsequently, Charter § 9.3.17, *Certify names to auditor – No payment unless name certified*, was also repealed in the election of November 5, 2002, as being obsolete and outdated. See footnote 13 below.

¹³ **Charter Note:** In 2002 the provisions of § C5.76 were recompiled as § 9.3.17, *Certify names to auditor-No payment unless name certified*. That Charter § 9.3.17 was subsequently repealed Nov. 5, 2002 as being obsolete and outdated. (Ord. No. 676-02, § 1, adopted August 26, 2002, and approved by the electorate November 5, 2002, repealed § 9.3.17, which pertained to the Commission certifying names to the Auditor; and derived from the Charter of 1960, C5.76; and the Charter of 1904, § 208; amended November 4, 1986; and Ord. No. 428-02, adopted June 3, 2002, and approved by the electorate August 13, 2002.)