

# **CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE**

## **Article 7 – Preservation of Records**

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### **SECTION 701.**

All records of the Board and its Office shall be retained in accordance with the Record Retention Ordinance of the City of Knoxville and all applicable state and federal laws.

### **SECTION 702.**

In order to insure the protection of all applicant and employee personnel records, the Board Office shall maintain all records necessary to establish a complete personnel history on each classified employee. Each employee's application, authorizations for pay increases, promotions, disciplinary actions of record, performance evaluation forms, and other matters of record that establish this history shall be maintained by this office as the "official" personnel file of the classified employee. All employees are required to immediately notify their department payroll clerk, who shall initiate the proper paperwork, upon any change in their address, phone number, or other change that affects their personnel records.