



STATECIVILSERVICE

## **JOB AIDS AND RESOURCES** Access to Documentation

Agencies must maintain information and records in a manner that will enable State Civil Service employees to ascertain whether the agency has acted in compliance with Civil Service Rules and directives. Agencies must allow State Civil Service employees to review their records at any time. Agencies must provide State Civil Service with copies or originals of documents upon request. Authorization of actions by the Appointing Authority or designee must be clearly documented.

Documents maintained by the agency may be stored in paper or electronic format and must be made available to State Civil Service employees upon request.