

## **CLASSIFIED EMPLOYEES' SERVICE RECORDS**

**Sec. 113.** Records of classified Civil Service employees shall be kept by the Commission. The records shall contain the following:(1) the names of all persons employed or receiving compensation in the classified Civil Service; (2) the position titles and the salary or compensation allocated to them; (3) the dates of appointments to positions; (4) the dates employees entered the classified Civil Service; (5) all transfers and all positions formerly filled by each employee, and by whom the appointments were made.