

**COLLEGE OF EDUCATION**  
**WORKFORCE EDUCATION AND DEVELOPMENT**  
**NURSING**

**460.02 Nurse Aide Examination Records (Originals)**

Dates: 2008 -  
Volume: 1.5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by date, Numerical  
by site number

This record series consists of documentation retained on nurse assistant competency examinations which are administered by the department under an agreement with the Illinois Department of Public Health (pursuant to federal requirements on the testing of nurse aides).

File series contents include: examination candidate application forms; answer sheets; miscellaneous letters; rosters; and fax letters. Examination results (pass/fail status) are maintained continuously on computer by the Illinois Department of Public Health.

This item supersedes State Records Application 97-43, item 460.01 in order to eliminate microfilming of the record series and deduce the retention period per agency request.

Recommendation: Scan as generated, and then destroy hard copy documentation in a secure manner. Retain scanned images for ten (10) years after date of generation, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.