

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

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

Dates: 1992 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 4 Cu. Ft.  
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; criminal background checks; 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 87-63, item 630A, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for four (4) months, then microfilm and dispose of (by shredding) hardcopy documentation. Retain all record series microforms in office for ten (10) years, then dispose of (by shredding) providing no litigation is pending or anticipated.