

***City Hall Library***  
**Department of Records**  
**31 Chambers Street—Room 112**  
**New York, NY 10007**  
**Reference Service: 311 or 212-788-8590**  
**Fax: (212) 788-8589**

**CIVIL SERVICE COLLECTION**

**I. EXAMINATIONS AND ANSWER KEYS**

Examinations from 1960-1986 are arranged alphabetically by civil service title in file cabinets adjacent to the Reference desk.

**II. ELIGIBILITY LISTS**

These lists are filed alphabetically by civil service title. Both open competitive and promotional lists may be included. These lists cannot be used to prove city employment. Eligibility lists are only kept for ten years. Older lists are **not available at the City Hall Library or in the Department of Records.**

**III. CIVIL SERVICE JOB SPECIFICATIONS AND EXAM NOTICES**

Historical and current examination notices and job announcements **are not available.** Current exam notices can be found at [www.nyc.gov/html/dcas/html/employment/employ.shtml](http://www.nyc.gov/html/dcas/html/employment/employ.shtml). Specifications for city jobs are arranged in binders according to the job number assigned by the Department of Citywide Administration. Please note that many of these are not current.

**IV. THE CIVIL LIST**

The *Civil List* is published yearly, containing names of all civil service and provisional employees hired by New York City. Names are listed in alphabetical order with employee name, agency, base salary and job code provided. Holdings are on microfilm for 1953 to 1968, microfiche for 1969 to 2002 and hard copy for 2003. See [www.nyc.gov/html/records/html/govpub/labor1.shtml](http://www.nyc.gov/html/records/html/govpub/labor1.shtml) for later years.

Anyone employed through programs such as CETA, Head Start or JOIN should inquire about employment verification at the city agency where they worked. Agencies are required to maintain personnel records for fifty-six years. **This information is not available through the *Civil List*. The City Hall does not keep personnel and payroll records or W-2 forms. Staff cannot verify**

**employment but can certify copies from the *Civil List*.**

## **V. THE CITY RECORD & CHIEF**

The *City Record* publishes personnel changes and exam answer keys. For the years 1980 to present, this publication can be found at the City Hall Library. Prior years, 1873 to 1979, can be requested from the warehouse. The *Chief* publishes exam answer keys and eligibility lists. Library holdings include: 1939-1953, 1970-2006 on microfilm, 2007-present in hard copy. **There are no other holdings of the *Chief* in this collection.**