

**NINTH AND TEN ANNUAL REPORT OF THE
STATE CIVIL SERVICE COMMISSION OF
ILLINOIS TO THE GOVERNOR FOR
THE PERIODS FROM JANUARY 1, 1914, TO
DECEMBER 31, 1914 AND FROM JANUARY
1, 1915, TO DECEMBER 31, 1915**

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Ninth and Ten Annual Report of the State Civil Service Commission of Illinois to the Governor for the Periods from January 1, 1914, to December 31, 1914 and from January 1, 1915, to December 31, 1915 by Various

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STATE CIVIL SERVICE COMMISSION OF
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THE PERIODS FROM JANUARY 1, 1914, TO
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Ninth and Tenth Annual Reports

of the

**State Civil Service Commission
of Illinois**

To the Governor

**For the Periods from January 1, 1914, to December 31, 1914, and
from January 1, 1915, to December 31, 1915**

[Printed by authority of the State of Illinois.]

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COMMISSIONERS.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and government operations. The text highlights how detailed records can help identify inefficiencies, prevent fraud, and ensure that resources are used effectively.

2. The second part of the document focuses on the role of technology in modern record-keeping. It explores how digital systems and software solutions can streamline the process of data collection, storage, and retrieval. The text notes that while technology offers significant advantages, it also requires careful implementation and ongoing maintenance to ensure data integrity and security. The importance of training staff to use these systems effectively is also mentioned.

3. The third part of the document addresses the challenges of data management and privacy. It discusses the need to balance the benefits of data collection with the protection of individual privacy rights. The text references various regulations and standards that govern the handling of personal information, emphasizing the importance of clear policies and procedures. It also touches upon the risks of data breaches and the potential consequences for organizations that fail to protect their data properly.

4. The fourth part of the document discusses the importance of regular audits and reviews of record-keeping systems. It explains that periodic audits can help identify areas for improvement, ensure compliance with relevant laws and regulations, and provide a level of oversight that is necessary for maintaining public trust. The text suggests that organizations should establish a culture of continuous improvement and be open to feedback from internal and external stakeholders.

5. The final part of the document concludes by reiterating the overall importance of effective record-keeping. It summarizes the key points discussed throughout the text, including the benefits of accurate records, the role of technology, the challenges of data management, and the need for regular audits. The text ends with a call to action, encouraging organizations to take proactive steps to enhance their record-keeping practices and ensure the highest standards of transparency and accountability.

REPORT OF THE COMMISSION FOR 1914.

December 31, 1914.

Hon. Edward F. Dunne, Governor of Illinois.

DEAR SIR: The State Civil Service Commission respectfully submits its ninth annual report for the year ending December 31, 1914.

In this, the fourth year of the amended Civil Service Act covering State departments, and the second year of Your Excellency's administration, a better understanding of the law by the public and department heads contributed to make the work of the commission pleasanter and to assist its progress.

By its decision in the case of *Sellars v. Brady et al.* in which the constitutionality of the Civil Service Act was attacked upon multitudinous grounds, the Supreme Court for the second time held the law to be valid. The opinion in the *Sellars* case is so sweeping and the points decided so numerous, it would seem that this question is settled for all time and that never again can the constitutionality of the statute be called in question.

In so definitely dissolving all doubts as to the permanency of the law and the validity of acts performed under it, the decision noticeably strengthened the authority of the commission and helped to make the year one of progress by enabling us to undertake improvements with confidence of their stability and by assuring us the cooperation of administrative heads. Our chief accomplishment in consequence has been a revision of our classification and the adoption of a new method which we are confident from nearly a year's experience will soon recommend itself to others.

THEORY OF CLASSIFICATIONS.

Civil service laws generally require that commissions shall classify positions with reference to examinations. In England, whence our first civil service methods were derived, examinations were formerly, and still are largely, educational, and positions were classed according to the degree of education needed to enter them. Candidates were not expected to know the practical work of government offices; they were admitted to be trained in service. Thus in one grade were positions for which a university education was required; and in another grade positions for which a secondary school training was sufficient. The first classification of the United States Government service was made on the same method and the first examinations were not practical but educational.

The plan of testing an applicant's ability to sort mail by examining him in common school subjects, however, met with great criticism in this country and gradually the policy of all commissions has changed. Examinations have become practical, based upon the duties to be per-