Retention of Search Materials

I. Purpose

To maintain and store applicant search materials at the university for a three-year period following a search.

II. Objective

To have all search materials forwarded to the Human Resources Office for storage.

III. Policy

After completion of a search process, all materials of the unsuccessful applicants will be forwarded to the Human Resources Office. There they will be boxed, labeled and stored for a three-year period. Once the three-year period ends, these materials will be recycled.

Should the Human Resources Office become aware of a case before the EEOC, PHRC or similar agency, or in court which pertains to a search, those search materials will be kept until that case is resolved.