

## **RETENTION OF SEARCH MATERIALS**

---

### **I. PURPOSE**

To maintain and store applicant search materials at the University for the appropriate 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, any printed materials of the unsuccessful applicants will be forwarded to the Human Resources Office for retention. Search records (electronic and/or print) will be retained for three years for staff records, and six years for faculty records. Once the retention period ends, these materials will be recycled.

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