

# 0765 Search and Recruitment Records

*Description:* Documents the process for advertising and selecting for open positions for faculty or staff in the department or office.

*Examples:* Records may include job postings, applications, resumes and CVs, references, applicant and interview lists, temp agency requests, rating sheets, and correspondence to applicant or search committee.

*Retention Period:* **Retain for 2 years following the date of decision, and then securely destroy.**

*Authority:* 29 C.F.R. §§ 1602, 1607, 1627