

# 1514 Career Services Placement Records

*Description:* Records associated with placement services and job counseling provided to individual students.

*Examples:* Records may include correspondence, meeting notes, job descriptions, resumes and cover letters, employer relationship records, student job placement lists, placement surveys and reports, and any supporting documentation regarding student job placement assistance.

*Retention Period:*

- a) Student job placement lists: **Retain until administrative use ceases, and then destroy.**
- b) All other records: **Retain for 5 years after graduation, transfer or separation, and then securely destroy.**