Policy Name: Policy for Disposition of Job Search Files

Responsible Department: Human Resources

Approving Body: Policy Committee

Approved Date: Tuesday, December 15, 2014

Purpose:
N/A

Policy:
Upon completion of a search, the members of the search committee and the Chairperson of the search shall use the following procedure for the disposition of the search files:

PURGE FILES
Purge all extraneous material from search files such as notes, comments, evaluations, check sheets, duplicate material, etc. Destroy all extraneous material. Do not purge official documents of the search files.

PREPARE FILES FOR STORAGE
Faculty, Professional and Support Searches
Forward all search files or search folders including application(s) of person(s) hired to the Human Resources Department.

Human Resources will do the following:
1. Obtain official search file storage boxes and create storage record logs.
2. Place search files in storage boxes in alphabetical order. Each position should clearly be marked on each file folder label.
3. Place a copy of a completed storage record log in the front of the box. Clearly label each box in the space provided for that purpose on the front of the box. (Reference Appendix for a copy of a Storage Record Log Form)
4. The search storage box will be logged in, a destroy date will be assigned, and the search storage box will be sealed and transferred to the Human Resources storage room.

Dates for Disposition of Job Files available for viewing in the President’s Office
Procedures:
None