

EASTERN ILLINOIS UNIVERSITY
AGENCY WIDE
RETENTION SCHEDULE 10-12

100.02 Employee Search Committee Files for Hires and Non-Hires (Hardcopy and Electronic)

Dates: 1990-
Volume: 100 Cubic Feet /5 GB
Annual Accumulation: 50 Cubic Feet /2.5 GB
Arrangement: Alphabetical by candidate's last name

This record series consists of all materials relating to the search for any employee position at the University specifically covering Faculty and/or Administrative/Professional positions (Civil Service positions are hired directly through the Human Resources Office). The applicants submit various requested materials during the recruiting process, depending upon the specific search criteria. These documents may be submitted in either hardcopy or electronic format.

The Search Committee Procedural files are also retained in this series and include the search checklist forms and related supporting documents as required under the University's Internal Governing Policies for conducting employee searches.

This item supersedes item 690.14 of State Records Application 96-32 in order to incorporate the record series into this new application for agency-wide records. (No change in the overall retention period is requested).

Recommendation: Retain in the office for five (5) years after the date the vacancy is filled, then destroy in a secure manner or delete from system provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
4/21/10**