

**RECORDS RETENTION SCHEDULE**  
**(Application for Authority to Dispose of State Records)**  
**(continued)**

Application No. 10-12A

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<b>Item No.</b>	<b>Record Series Title, Description and Recommendation</b>	<b>Action Taken</b>
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**3. Eastern Illinois University Employee Search Committee Files  
(Non-Civil Service Hires and Non-Hires)**

Dates:	2014-
Volume:	350 Cubic Feet/ 17.5 Gigabytes
Annual Accumulation:	50 Cubic Feet/ 2.5 Gigabytes
Arrangement:	Chronological by year, then alphabetical by candidate's last name

This record series consists of Eastern Illinois University ("EIU") Employee Search Committee Files (Non-Civil Service Hires and Non-Hires) documenting the recruitment and screening procedures for administrative, faculty, and administrative-professional positions for all EIU university campuses, colleges, departments and offices.

Contents of the record series may include but are not limited to: originals or departmental copies (paper or electronic) of: documents required in accordance with EIU's internal governing policies for conducting employee searches (e.g.: affirmative action forms, curriculum vitae/resumes, copies of transcripts, etc.); Employee Search Committee documentation (e.g.: meeting minutes, agendas and summary of comments); and any other supporting documents (e.g.: copies of advertisements, copies of position descriptions, etc.) and/or related correspondence/memoranda. [Any records in this series regarding hired candidates are transferred to the employee's official personnel file upon appointment.]

Note: Civil service positions hired directly through EIU's Office of Human Resources are not within the scope of this record series. These are maintained as a separate record series per State Records Retention Schedule Application No. 11-55, item 230.08 "Personnel Files for Civil Service Employees (Originals)".

This item supersedes State Records Retention Schedule/Application No. 10-12, item 2 in order to: revise the record series title; add "chronological" to the record series arrangement; update the record series description/contents for clarity; include a note regarding civil service personnel files; and decrease the retention period from "five years" to "three years", per agency request.

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**(Application for Authority to Dispose of State Records)**  
**(continued)**

Application No. 10-12A

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>RETENTION:</b>	Retain for three (3) years after the date the vacancy is closed or filled, then destroy or delete/over-write in a secure manner in compliance with 44. Ill. Adm. Code 4400.40 provided all audits have been completed, if necessary, no litigation is pending or anticipated, and upon receipt of an approved State of Illinois Records Disposal Certificate. <b>[Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.]</b>	<b>Disposition Approved as Written 12/15/2021</b>