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| **Process Step** | **Description** |  |
| **Step 17: Record Retention** | All information related to the search will need to be gathered and stored together as the official search record. These records will need to be kept for **3 years from the applicant’s start date**. *(Section C.12 of COFS)*:   * application materials (that were received outside of the online application system) * committee members’ notes * committee members’ matrices * emails * advertisements * telephone interview notes * reference check notes * any other items related to the search  *(Section C.12 of COFS)* | Department maintains these records. |