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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. |