Retention of Job Applications

Effective: Moved to Policy Library from UPM 4.4(6)
Updated/Revised: March 19, 2012
Contact: Office of Equal Opportunity

Introduction
This policy applies to job applications that are solicited by Iowa State University.

Policy Statement
All solicited job applications and search files are to be retained by the employing unit for a period of five (5) years from the date of the hiring decision and then destroyed. In the event that there is a challenge of a specific employment decision, all records pertaining to such action will be retained by the Office of Equal Opportunity or the hiring department until a final disposition has been rendered by the agency or agencies having appropriate jurisdiction and no further appeals are in progress.

Resources

Links
• Office of Equal Opportunity
• Recruitment Services
• University Records Retention Schedule
• University Records Retention Policy