Retention of Job Applications

Effective: Moved to Policy Library from UPM 4.4(6)
Updated/Revised: July 1, 2019
Contact: University Human Resources

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 university, including but not limited to 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 specific unit(s) in possession of the records until a final disposition has been rendered by the agency or agencies having appropriate jurisdiction and no further appeals are in progress. A litigation hold for these records may be issued by the Office of University Counsel.

Resources

Links
- Recruitment and Retention Process
- Office of University Counsel
- University Records Retention Schedule
- University Records Retention Policy