APPENDIX Q

Search and Screen Records Retention Process
The Office of Equity & Affirmative Action – UW Oshkosh

We have developed a records retention process through working with UW System that is in compliance with all laws relating to retention of search and screen materials. This process will provide easy access to records and give you the opportunity to "free up" storage space in your area.

- We request that you assemble the following materials according to Sections 1 and 2 below in an appropriate-sized storage carton with a cover (storage boxes can be ordered through Office Max Solutions) and bring to the Equity & Affirmative Action Office upon the completion of the hiring process. We will add to it and store for six years before shredding all contents.

- If you have a "failed" search, the Affirmative Action Personnel Form must be completed indicating this, with the records retention process still in effect.

If you have any questions, call Jan Keene at (920) 424-2296 or email keene@uwosh.edu.

Section 1: Search & Screen Committee Materials

- Position Announcement
- Recruitment Plan Worksheet
- All advertising done, including what was on web sites or listservs.
- Summary Evaluation Form used for committee to develop consensus on applicants for tiering purposes (all hand-written notes should be shredded immediately after the hiring process is completed.)
- Questions asked in interviewing applicants, whether in person or by phone
- Questions asked in reference checking & reference interview notes
- Minutes of committee meetings
- Lists of applicants who have NOT asked to have their identity kept confidential
- Press releases or other publicity materials that may have been created.

Section 2: Candidate Files

- Materials submitted by each candidate, in a separate folder by candidate, e.g., letter, vita, reference letters, transcripts, etc. (It is understood that in some cases materials such as slides, CDs or books will be returned to the applicant per their request.)
- Copies of all correspondence with applicants, e.g., confirmation letter, letter to let applicants know they were not selected for the position
- Identity preference form received from applicant

Section 3: Affirmative Action Materials added by the Equity & Affirmative Action Office

- Affirmative Action Data form (self identification of ethnicity, gender, disability, veteran status)
- Affirmative Acton Personnel Form with all signatures
- Applicant Pool Data Form