

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Human Resources</i>	Evaluation for Certification - All Areas	HR Staffing	Permanent
<i>Department of Human Resources</i>	Application for Certificate (Public School) (C&A Form 427 01-07/73)	HR Staffing	Permanent
<i>Department of Human Resources</i>	Staffing Reports	HR Staffing	10 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Substitute Teachers Personnel File (Including Application for Employment, Transcripts of Record, Correspondence)	HR Staffing	1 yr.
<i>Department of Human Resources</i>	Recruitment Documentation (Including Institutions and Agencies Contacted, Advertisements, Schedules)	HR Staffing	Permanent
<i>Department of Human Resources</i>	Applicant Files (Including Applications for Employment, Recommendations, Transcripts of Record, Credentials Evaluation and Interview Sheet, Correspondence, Rejection Letter)	HR Staffing	1 yr.

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16