
VERIFY ELIGIBILITY FOR VACANCY POSTINGS (PSL-P085)

Sacramento City Unified School District

1. SCOPE:

5.2. Verify the list by screening the applicants (see PSL-W046.)

5.3. Return to Analyst of the appropriate Learning Support Unit.

6. ASSOCIATED DOCUMENTS:

6.1. SearchSoft list

7. RECORDS RETENTION TABLE

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------------|------------------|-----------------------|--------------------------|
| SearchSoft List | Personnel Analyst | None | Discard as Desired | Access limited to HRS |