Function Category	Record Type	Description	Retention Period (Months)	Retention Measured from
		Includes quotes, RFPs, responses, and other supporting records for bids that were		
		awarded or rejected.		
Client Related Records	Responses to Proposals and Bids	Note: Retention measured from expiration or from termination.	48	Expiration
		Questions, inquiries, and complaints brought by clients (that have not progressed to		
Client Related Records	Client Inquiries and Concerns	litigation).	48	Closed
	and an experience of the contents	Program management plans, scope documents detailing intended deliverables and		
		expectations, schedules. This documentation includes client facing documents explaining		
		scope on deliverables that is outside the contract document itself used to align		
Client Related Records	Supporting documentation for Contract Deliverabl	expectations	48	Expiration
Silent Related Records	Supporting documentation for contract Benverable	Includes quotes, RFPs, responses, and other supporting records for bids that were		Expiration
Client Related Records	Competitor Responses to Proposals and Bids	acquired for competitive analysis purposes.	48	Received Date
lient Related Records	Order Forms	Order forms used for entry and verification	48	Creation
lient Related Records		Proof of Delivery of Deliverables/Contract Performance	48	Contract termination
lient Related Records	Proof of Delivery of Deliverables/Contract Perform		48	Contract termination
		Marketing Collateral (i.e. Ads, marketing campaigns, promotions, and brochures.)		
Marketing and Communication Records	Advertisement, Promotion Marketing Collateral		48	Life of IP
Marketing and Communication Records	Brand Strategy	Internal working records.	48	Creation
narketing and communication necords	Diana Strategy			Creation
		$Includes\ confirmation\ and\ certificate\ information\ from\ Library\ of\ Congress,\ TX\ Forms,\ and$		
egal Records	Copyright Registrations	supporting documents.	Permanent	Creation
Marketing and Communication Records	Direct Mail	Targeted mailings.	48	Creation
Marketing and Communication Records		Request made by a third party to use Company intellectual property.	Permanent	Creation
Marketing and Communication Records	Intellectual Property Permission Requests: Use by	Requests made by Company to use others' intellectual property.	48	Term of Permission
		Company mailing lists, department maintained lists, and individual requests. May include		
		clients, vendors, examinees, and other audiences of Company marketing materials. Keep		
Marketing and Communication Records	Mailing Lists	current list only.	48	Current Only
Marketing and Communication Records	Marketing Research	Polls, surveys, analysis and reports.	48	Creation
Marketing and Communication Records	Publications	Customer focused publications	Permanent	
Marketing and Communication Records	Publiations	Staff focused publications	48	From publication date
Marketing and Communication Records	Corporate branding artwork	Final artwork	Permanent	from date superseded
Marketing and Communication Records	Corporate branding artwork (preparation records)	Drafts	48	from date of final artwork
and communication Records	corporate branding artwork (preparation records)	Diano		date of final artwork
Marketing and Communication Records	Photographs and Videos and Release Forms	Photo/video either taken by or provided to the Company, and their related release forms.	48	Creation
		News releases, press releases, and video footage created by the Company		
	Public Relations Records	news releases, press releases, and video rootage dreated by the company	48	Creation
Marketing and Communication Records	Public Relations Records		48	Creation
		Newsletters and annual reports from other organizations within the industry, for		
Marketing and Communication Records	Non-Company Publications	benchmarking.	48	Creation
via neurig and communication necords	Hon company rabileations			Creation
		Benchmarking and trend analysis on Financial Trends, Strategic Metrics and/or		
Marketing and Communication Records	Trend Analysis	Operational Trends.	48	Release Date
		Any communication record that is determined to be of historical value, such as:		
Marketing and Communication Records	Communication Bosondo of Historical Value		Permanent	Creation
	Communication Records of Historical Value	Photo/video either taken by or provided to company and their related release forms.		
echnology Records	Email Platform	Email Correspondence (12 months in production, 24 months in archive)	48	Creation
echnology Records	Messenger Platforms	Subject to time frame in such platform.	48	Creation
		Customer Service calls recorded for the purpose of training and quality control.	48	Creation
			48	Creation
	Customer Service Call Recordings			
	Policies and Procedures	Corporate policies or procedures. Note: Current + 120 for prior version(s)	48	Superseded
General Records General Records			48	Superseded
		Corporate policies or procedures. Note: Current + 120 for prior version(s)	48	Superseded
General Records	Policies and Procedures	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring		
General Records Human Resources Records	Policies and Procedures Affirmative Action Files	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses.	48	Creation
General Records Human Resources Records	Policies and Procedures	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring		
General Records Human Resources Records	Policies and Procedures Affirmative Action Files	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members.	48	Creation
General Records Human Resources Records Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job	48 48	Creation Separation
General Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applicants, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports.	48 48 48	Creation Separation Position is Filled
General Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job	48 48	Creation Separation
Seneral Records Human Resources Records Human Resources Records Human Resources Records Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks.	48 48 48	Creation Separation Position is Filled Hiring Decision
Seneral Records Human Resources Records Human Resources Records Human Resources Records Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews.	48 48 48	Creation Separation Position is Filled
Seneral Records Human Resources Records Human Resources Records Human Resources Records Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resember, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united	48 48 48	Creation Separation Position is Filled Hiring Decision
Seneral Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews.	48 48 48	Creation Separation Position is Filled Hiring Decision
General Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration).	48 48 48	Creation Separation Position is Filled Hiring Decision Closed
General Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (i-9,s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire.	48 48 48 48 48	Creation Separation Position is Filled Hiring Decision
General Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (I-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united	48 48 48 48 48	Creation Separation Position is Filled Hiring Decision Closed
Seneral Records Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants suthorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration).	48 48 48 48 48	Creation Separation Position is Filled Hiring Decision Closed Separation
Seneral Records Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (I-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united	48 48 48 48 48	Creation Separation Position is Filled Hiring Decision Closed
Seneral Records Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants suthorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration).	48 48 48 48 48	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire
Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those currently employed	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire.	48 48 48 48 48 48	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire Effective Date of Nonimmigrant
Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those currently employed Public Access File	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (19-8, sign/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united states (19-8, sign/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Documentation related to Labor Condition Application filling	48 48 48 48 48 48 48	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire
duman Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those currently employed	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire.	48 48 48 48 48 48 48	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire Effective Date of Nonimmigrant
Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those currently employed Public Access File	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (19-8, sign/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united states (19-8, sign/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Documentation related to Labor Condition Application filling	48 48 48 48 48 48 48	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire Effective Date of Nonimmigrant
duman Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those currently employed Public Access File	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of Valid statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants suthorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire Documentation related to Labor Condition Application filling Opt In/Opt Out/Restricted Data	48 48 48 48 48 48 48 48 48 48 48 48 48 4	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire Effective Date of Nonimmigrant
Human Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those currently employed Public Access File Opt In/Opt Out/Restrricted Records	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (19-s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united states (19-s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Documentation related to Labor Condition Application filing Opt In/Opt Out/Restricted Data Data received from a client (via a method not classified as a test or survey) and	48 48 48 48 48 48 48 48 48 48 48 48 48 4	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire Effective Date of Nonimmigrant Visa Status
deman Resources Records duman Resources Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those currently employed Public Access File Opt In/Opt Out/Restricted Records	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (I-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united states (I-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire Documentation related to Labor Condition Application filling Opt In/Opt Out/Restricted Data Data received from a client (via a method not classified as a test or survey) and report/product, data is returned to the client upon request.	48 48 48 48 48 48 48 48 48 48 48 48 tife Cycle (and in actordance with contract terms)	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire Effective Date of Nonimmigrant Visa Status Expiration
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Seneral Records	Policies and Procedures Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those currently employed Public Access File Opt In/Opt Out/Restricted Records Data: Client Owned Security Incident Responses Service and Help Desk Orders	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Documentation related to Labor Condition Application filling Opt In/Opt Out/Restricted Data Data received from a client (via a method not classified as a test or survey) and report/product, data is returned to the client upon request. Related to security incidents both internal and external. Help desk orders (e.g. Jira, zendesk); Web page inquiries, updates, and modifications.	48 48 48 48 48 48 48 48 48 48 48 48 48 4	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire Effective Date of Nonimmigrant Visa Status Expiration Closed Closed
Seneral Records	Affirmative Action Files Applicant and EEO Reports Applicant Tracking Background Check Releases: Applicants EEO Case File Employment Eligibility Verification: Those no longer employed Employment Eligibility Verification: Those currently employed Public Access File Opt In/Opt Out/Restrricted Records Data: Client Owned Security Incident Responses	Corporate policies or procedures. Note: Current + 120 for prior version(s) Includes job descriptions, data collection and analysis, assessment reports, hiring benchmarks and utilization goal analyses, hiring metrics analyses and work force analyses. Reports of vital statistics for applicants and team members. Employment applications, resumes, self-identification forms, applicant notes, job postings, recruiting records and reports. Forms signed by applicants authorizing the Company to conduct background checks. Pertaining to litigation, including notes and individual interviews. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Federal form which documents verification of eligibility of employment in the united states (1-9s, visa/immigration). Note: The latter of 12 months after termination or 48 after date of hire. Documentation related to Labor Condition Application filling Opt In/Opt Out/Restricted Data Data received from a client (via a method not classified as a test or survey) and report/product, data is returned to the client upon request. Related to security incidents both internal and external. Help desk orders (e.g. Jira, zendesk); Web page inquiries, updates, and modifications.	48 48 48 48 48 48 48 48 48 48 48 48 tife cycle (and in accordance with contract terms)	Creation Separation Position is Filled Hiring Decision Closed Separation Date of Hire Effective Date of Nonimmigrant Visa Status Expiration Closed
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