FILE: GBJC

RETENTION OF APPLICATION MATERIALS

State and federal law permit submission of complaints to the Maine Human Rights Commission and/or the U.S. Office of Civil Rights within six months of an alleged act of unlawful employment discrimination. In addition, state regulations require applications for employment to be retained for a period of two years.

As a precautionary measure, all materials accumulated in the process of filling instructional and support staff positions shall be retained for at least three years. Such materials include applications and accompanying materials, notes made in the screening, interviewing and reference checking process and any other pertinent information. Materials related to the search process (such as advertisements, job descriptions and interview guides) shall also be retained.

All materials accumulated in filling administrator positions (positions requiring Maine Department of Education administrator certification) shall be retained for at least three years.

LEGAL REFERENCE:
5 MRSA § 4551 et seq. (Maine Human Rights Act)
20-A MRSA § 1001.13
Chapter 10, Rules for Disposition of Local Government Records (Maine State Archives)
Equal Employment Opportunities Act of 1972 (P.L. 92-261) Amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)

CROSS REFERENCE:
GCF, Professional Staff Hiring
GCFB, Recruiting and Hiring of Administrative Staff
GBJ, Personnel Records and Files

ADOPTED: March 20, 2001