

---

## 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<br>Analyst | None             | Discard as<br>Desired | Access limited to<br>HRS |