|  |  |
| --- | --- |
| Records to maintain | Retention period |
| Applicants’ self-identification information | 2 years from the date of the record |
| Employees’ self-identification information | 4 years from the date of the record |
| Reasonable accommodation for applicants | 2 years from the date of the record |
| Reasonable accommodation for employees | 5 years after the employee’s separation from CSU |
| AAP for individuals with a disability (except the Data Collection Analysis section, which contains the Applicants and Hires report, and the External Dissemination of Policy Outreach and Positive Recruitment section, which contains the campus’s written assessment of outreach efforts)    AAP for protected veterans (except the Data Collection Analysis section and the Dissemination of Policy Outreach and Positive Recruitment section) | 2 years from the ending date of the AAP |
| Applicants and Hires report | 3 years from the date of report |
| Utilization Analysis (of individuals with a disability) | 2 years from the date of report |
| Hiring Benchmark (for protected veterans) | 3 years from the date of documentation |
| Documentation of outreach efforts (including job postings with EDD)  Written assessment of outreach efforts | 3 years from the date of documentation |

**CAVEAT: IF, DURING THE SPECIFIED RETENTION PERIOD, A CLAIM, LITIGATION, OR AUDIT ARISES INVOLVING ANY OF THE RECORDS MENTIONED ABOVE, THEN THE RECORD MUST BE MAINTAINED UNTIL THE COMPLETION OF THE ACTION.**