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## UNSOLICITED APPLICATIONS

**Description:** Records relating to unsolicited applications sent by individuals to HR for employment or fellowships. Records may include correspondence, memoranda and email, application forms, CVs, resumes, letters of reference, transcripts, and other supporting documentation submitted by the applicant.

**Filing Guidelines:** Records must be securely stored until final disposition. Any unsolicited applications received by Units are deemed a Transitory Record unless they are forwarded to HR. Transitory records and should be disposed of according to the Information Management policy.

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<b>MUNCLASS Function:</b>	Human Resources (HR)
<b>Responsible Unit(s):</b>	Department of Human Resources
<b>Retention:</b>	Date of receipt + 6 months
<b>Disposition:</b>	Destroy
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	Anticipated Operational Use