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## VERIFY ELIGIBILITY FOR VACANCY POSTINGS (PSL-P085)

Sacramento City Unified School District

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**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 Analyst	None	Discard as Desired	Access limited to HRS