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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