

Document	Nature of Document	Successful Applicant (passed criminal record check)	Unsuccessful Applicant (did not pass criminal record check)
Position Security Screening Designation	Filled out for position (not applicant). Required for criminal record check designation.	Retain original in position history file (ORCS 57360-50)	Retain original in position history file (ORCS 57360-50)
Criminal Record Check Consent Form	Applicant's consent to review information on the Canadian Police Information Centre Computer (CPIC) and provincial records.	Scanned copy retained in employee personnel file (ORCS 57240-20) Originals securely destroyed	Scanned copy deleted Originals securely destroyed
PSSO Notification to Hiring Manager	Any emails or faxes to hiring managers indicating "no record found" "record not relevant" or "applicant not eligible" in response to criminal record check request. This should not include any details on applicant record check results.	Retain notification in employee personnel file (ORCS 57240-20) <u>Any details on applicant record check results must be destroyed.</u>	Retain in staffing competition file. (ARCS 1665-20) In sealed envelope labelled "Protected Personal". <u>Any details on applicant record check results must be destroyed.</u>
Hiring Manager Notes on adjudication discussions with PSSO	Notes made by the hiring manager in the course of discussions with the Ministry of Justice Personnel Security Screening Office and the applicant.	Securely destroy when successful applicant placed in position.	Securely destroy after request for review period has expired
Hiring manager's "not eligible" letter to applicant	Letter to applicant indicating appointment cannot be confirmed based on record check results. Refer applicant to Ministry of Justice Personnel Security Screening Office for reasons for decision. Inform applicant of appeal option to Deputy Minister	Retain in staffing competition file. (ARCS 1665-20) In sealed envelope labelled "Protected Personal".	Retain in staffing competition file. (ARCS 1665-20) In sealed envelope labelled "Protected Personal".

If you are checking additional ministry database records, you may need to contact your records officer for information on other record retention requirements.

<p>Applicants' request for a Deputy Minister review of a PSSO adjudication decision</p>	<p>A request for a review by an applicant should they be unsuccessful in their application after the completion of adjudication by the Ministry of Justice Personnel Security Screening Office.</p>	<p>Retain in staffing competition file. (ARCS 1665-20)</p> <p>In sealed envelope labelled "Protected Personal".</p>	<p>Retain in staffing competition file. (ARCS 1665-20)</p> <p>Approved retention is SO+2Y NIL DE</p> <p>In sealed envelope labelled "Protected Personal".</p>
<p>Deputy minister's review decision</p>	<p>Deputy minister's written decision on applicant request for a review of a decision not to hire.</p>	<p>Retain in staffing competition file. (ARCS 1665-20)</p> <p>In sealed envelope labelled "Protected Personal".</p>	<p>Retain in staffing competition file. (ARCS 1665-20)</p> <p>In sealed envelope labelled "Protected Personal".</p>

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