



## Reliance Moving Solutions LLC

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*Building lasting relationships, one move at a time*

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## Criminal Background Check Policy & Record Maintenance Response

### a. Your System for Conducting Criminal Background Checks

i. **How often will you conduct a criminal background check?** Reliance Moving Solutions will conduct criminal background checks on all prospective employees prior to being hired. In addition, in compliance with Title 52 Pa. Code §31.134, criminal background checks will be conducted annually on all employees throughout their employment with the company.

ii. **How will you maintain records (record retention) of the criminal background checks performed?** Reliance Moving Solutions will retain complete copies of the criminal background check reports for each employee, in a secured and confidential manner, for a minimum of 5 years from the date the report is obtained, or for the duration of employment plus 5 years after separation from employment, whichever is longer, as required under Title 52 Pa. Code §31.134. Records will be securely stored electronically in a password-protected system with restricted access to authorized personnel only.

I, **Arthur E. Robinson III**, hereby state that the facts above set forth are true and correct to the best of my knowledge, information and belief, and that I expect to be able to prove the same at a hearing held in this matter. I understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Sincerely,

Arthur E. Robinson III

Owner

Reliance Moving Solutions LLC