

Using Records Retention Schedules: How Long Do Position Recruitment Records Need to Be Kept by State Agencies?

Purpose: Provide guidance to state government agencies on how long different types of position recruitment records need to be retained.

Retention requirements for the most common types of position recruitment records can be found in the *State Government General Records Retention Schedule*:

Record Type	Retention Requirements
Unsolicited applications/letters of inquiry that <i>do not</i> result in screening or recruitment	Applications/Resumes—Unsolicited (DAN GS 03022) <i>2 years after received (Non-Archival)</i>
Position announcements	Recruitment—Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i>
Application and screening records for <i>unsuccessful</i> applicants	Recruitment—Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i>
Application and screening records for <i>successful</i> applicants	Personnel—Employment History Files (DAN GS 03042) <i>6 years after date of separation from agency (Non-Archival)</i>

The definition of “employee” for retention purposes is: Any individual who performs tasks or assumes responsibilities for or on behalf of the agency *regardless of pay status*. This includes the agency’s paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

In addition to the general requirements in the *State Government General Records Retention Schedule*, some state agencies may have exceptions and/or additional requirements in their agency-specific records retention schedules.

Records retention schedules are available from Washington State Archives’ website.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

www.sos.wa.gov/archives
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