



## Using Records Retention Schedules: How Long Do Verification of Employment Requests Need to be Kept?

**Purpose: To provide retention guidance to state and local government agencies for employment verification requests.**

Retention requirements for employment verification requests can be found in the *State Government General Records Retention Schedule* and the *Local Government Common Records Retention Schedule (CORE)*:

Requester	Retention Requirements
Prospective Employers	<p><u>Current Employees:</u></p> <p><b>Employee Work History (DAN GS50-04B-06)</b> <i>6 years after separation from agency and no longer needed for agency business (including retirement benefit verification) (Non-Archival)</i></p> <p><b>Personnel – Employment History Files (DAN GS 03042)</b> <i>6 years after date of separation from agency (Non-Archival)</i></p> <p><u>Former Employees:</u></p> <p><b>Disclosure of Former Employee Information to Prospective Employers (DAN GS 03053/GS2014-031)</b> <i>3 years after disclosure of information (Non-Archival)</i></p>
All Others (such as Banks, Credit Unions, etc.)	<p><b>Provision of Advice, Assistance, or Information (DAN GS 09022/GS2010-001)</b> <i>2 years after communication received or provided, whichever is later (Non-Archival)</i></p>

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](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)