

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

Purpose: Provide guidance to local 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 *Local Government Common Records Retention Schedule (CORE)*:

Record Type	Retention Requirements
Unsolicited applications/letters of inquiry that <i>do not</i> result in screening or recruitment	Employment Inquiries (DAN GS50-04A-05) <i>1 year after received or responded to (Non-Archival)</i>
Position announcements	Recruitment (DAN GS50-04B-22) <i>3 years after position filled/recruitment effort terminated (Non-Archival)</i>
Applications for <i>unsuccessful</i> applicants and screening records for <i>all</i> applicants	Recruitment (DAN GS50-04B-22) <i>3 years after position filled/recruitment effort terminated (Non-Archival)</i>
Applications for <i>successful</i> applicants	Employee Work History (DAN GS50-04B-06) <i>6 years after separation from agency and no longer needed for agency business (including retirement benefit verification) (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 *Local Government Common Records Retention Schedule (CORE)*, some local governments may have exceptions and/or additional requirements in their sector-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
recordsmanagement@sos.wa.gov**