



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

Purpose: Help local government agencies applying retention to recruitment records.

The *Local Government Common Records Retention Schedule (CORE)* lists how long to retain common recruitment records:

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: