



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

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

The *State Government General Records Retention Schedule* 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	Applications/Resumes—Unsolicited (DAN GS 03022) <i>2 years after received (Non-Archival)</i>
Position announcements	Recruitment (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i>
Applications for <i>unsuccessful</i> applicants and screening records for <i>all</i> applicants	Recruitment (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i>
Applications 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
recordsmanagement@sos.wa.gov