

Record Retention Checklist for Personnel Files

INSTRUCTIONS This form is used by the hiring department as a record retention checklist for Texas A&M personnel files. Files should be maintained as long as the employee works for Texas A&M. If the person is already a current Texas A&M employee, add this information to the existing personnel file after it is transferred from the previous department. Should the employee transfer to another campus department, forward the file to that department.

RECORDS RETENTION CHECKLIST [System Regulation 33.99.01: Employment Practices](#): Maintain employment applications and other relevant data on ALL job applicants who are NOT hired for *two* years. Employment applications and relevant data on hired applicants should be kept throughout their employment AND for *five* years after employment terminates.

Employee Name	Date
UIN	Notice of Vacancy #
<p>Documents Maintained by Employment & Diversity Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notice of Vacancy <input type="checkbox"/> All Applications (referred and not referred) <input type="checkbox"/> All Attached Documents (resumes, cover letters, test scores, and other attachments) <input type="checkbox"/> Criminal Background Check <input type="checkbox"/> Hiring Process Compliance Checklist 	
<p>The Hiring Department must maintain the Position File which consists of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Position Description <input type="checkbox"/> Interview Questions/Answers <input type="checkbox"/> Hiring Matrix <input type="checkbox"/> Reference Checking Materials <input type="checkbox"/> All notes, e-mails, etc. <input type="checkbox"/> Hiring Process Compliance Checklist <input type="checkbox"/> Hiring Certificate 	
<p>The Hiring Department begins or adds the following documents to the Personnel file for the person hired:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Position Description <input type="checkbox"/> Signed Copy of Online Application (include resume, cover letter, and other attached documents) <input type="checkbox"/> Selective Service form and proof (if applicable) <input type="checkbox"/> Signed Confirmation/Offer Letter 	

NEED HELP?
 Recruitment & Workforce Planning
 Phone (979) 845-5154
employment@tamu.edu