



Record Retention Checklist for Employment Files

INSTRUCTIONS This form is used by the hiring department as a record retention checklist for Texas A&M employment files. If the person is already a current Texas A&M employee, add this information to the existing personnel file. Maintain documents in accordance with the respective retention periods in the [System Records Retention Schedule](#).

EMPLOYEE NAME	DATE
UIN	POSTING #

A. Documents Maintained by Human Resources in PATH for Single PIN Staff/Other(Research) Postings:

<ul style="list-style-type: none"> ✓ Position Posting ✓ All Applications (referred and not referred) ✓ All Attached Documents (resumes, cover letters, test scores, and other attachments) ✓ Criminal Background Check Results (maintained on vendor site) ✓ Criminal Background Check Clearance Email (Recommended) ✓ Credentials/Licensure Check Documentation of Results (if applicable) 	<ul style="list-style-type: none"> ✓ Selective Service Form (if applicable) ✓ Hiring Matrix ✓ Interview Documentation ✓ Reference Check Documentation ✓ Notes/Emails/Narratives Emails ✓ Outside Ads ✓ Other Document 1 ✓ Other Document 2
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B. The Hiring Department must maintain a hard copy Position File for Wage and Multi PIN Staff/Other (Research) postings which consist of the following as applicable. Please see Key Reminders- Hiring Checklist Documents in PATH System.

- Position Description
- Position Posting
- Hiring Matrix
- Interview Questions/Answers (All)
- Reference Checking Materials (All)
- All notes, e-mails, etc.
- Hiring Process Compliance Checklist
- Hiring Certificate

The **Hiring Department** begins or adds the following documents to the Personnel file **for the person hired**:

C. Employment Selection Records

- Position Posting
- Position Description
- Verification of Degree(s) and/or Licensure Release Form (if applicable)
- Signed Copy of Online Application (include resume, cover letter, and other attached documents)
- Selective Service form and proof (if applicable)
- Hiring Certificate
- Signed Confirmation/Offer Letter
- Hiring Matrix
- Reference Checking Materials (of Hired Applicant)
- Interview Questions/Answers (of Hired Applicant)
- All notes, e-mails, etc.(related to Hired Applicant)
- Military/Former Foster Child Documentation (if applicable)

D. Records Relevant To The Employment Relationship
For examples of record items, please visit the link below and reference the Employment Records (relevant to the employment relationship) section.

NOTE: Official Personnel File Records information is found at <http://employees.tamu.edu/relations/official-records/reference>

NEED HELP?

Sections A & B

HROE Recruitment & Workforce Planning
Phone (979) 845-5154
jobpath@tamu.edu

Sections C & D

HROE Organizational Consulting & Resolution Management
Phone (979) 862-4027
OCRM@tamu.edu