

BEST PRACTICES: RECORDS RETENTION

As a federal contractor, the University must comply with stricter recordkeeping requirements than those that apply to private employers.

The Division of Human Resources retains all online job postings and application materials. Your department is responsible for retaining all documents generated during the search process. If a hiring decision is challenged (such as a discrimination claim), your department may need to produce this documentation.

Even if your department uses a search firm, you are still responsible for keeping complete records. If you search external résumé databases, you should keep copies of résumés for those job-seekers you invite to apply.

So, what should you keep?

The hiring manager should collect the following types of documents from all search committee members for retention:

- Advertisements and announcements placed by the department
- Documentation of selection procedures and any employment tests used
- Applicant evaluation matrixes and other materials
- Interview questions and committee member notes
- Reference check notes and records
- All correspondence, including emails, to and from candidates

What don't you need to keep?

- Any unsolicited résumés or expressions of interest sent to your department if that person is never considered for a job.
- Any draft documents or work in progress.

How long should you keep records?

For three years after the search is concluded and a finalist accepts your offer. Be sure private or personally identifiable information is stored securely in a locked cabinet or a computer drive requiring NetID access.

How should you dispose of records?

Shred paper documents and CDs/DVDs. Any readable/writable media should be wiped using Department of Defense compliant software. Files that are simply erased can often be recovered. Physically destroy any media that do not need to be used or cannot be wiped. Consult with your IT staff for support and visit security.arizona.edu for more information on data management.