

4.11 RECRUITMENT/HIRING

The activity of recruiting, hiring, interviewing, selecting and employing individuals. Includes volunteers and contractors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03022 Rev. 1	<p><i>Applications/Resumes – Unsolicited</i> Records relating to unsolicited requests for job consideration and employment inquiries. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Unsolicited job applications/resumes received; • General prospective employment inquiries. <p><i>Note: Retention based on 2-year requirement in 29 CFR § 1602.31.</i></p>	<p>Retain for 2 years after received <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03036 Rev. 1	<p><i>Employment Eligibility – U.S. Citizenship and Immigration Services (USCIS)</i> Records relating to the verification of employment eligibility within the United States. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Federal I-9 forms; • H-1B labor condition applications and approvals; • Copies of valid driver’s license, passports or other photo identification; • Copies of certificate of naturalization and supporting documentation. <p><i>Reference: 8 CFR § 274a.2, 20 CFR § 655.760.</i> <i>Note: This series applies to any applicants that are actually hired. For those not hired, their recruitment records are to be covered under Recruitment – Employee (DAN GS 03012).</i></p>	<p>Retain for 3 years after date of hire <i>or</i> 1 year after separation from agency, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03012 Rev. 1	<p>Recruitment – Employee</p> <p>Records relating to the process of recruitment and selection of employees. Includes applicants screened but not interviewed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Job announcements and postings; • Job description and qualifications; • Eligibility lists for specific positions; • Applications, resumes and test results; • Applicant profile data; • Scoring, ranking and selection criteria; • Interview questions and evaluations; • Background and criminal history checks; • Reference check questions and answers. <p>Excludes successful applicant records covered by:</p> <ul style="list-style-type: none"> • <i>Personnel – Employment History Files (DAN GS 03031); and</i> • <i>Employment Eligibility – U.S. Citizenship and Immigration Services (USCIS) (DAN GS 03036).</i> <p><i>Note: Retention based on 3-year statute of limitations for the commencement of actions for employment discrimination (injury to the rights of others) (RCW 4.16.080).</i></p>	<p>Retain for 3 years after completion of recruitment/hiring process</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR