



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 #
<p>A. Documents Maintained by Human Resources in PATH for Single PIN Staff/Other(Research) Postings:</p> <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)✓ Selective Service Form (if applicable)✓ Hiring Matrix✓ Interview Documentation✓ Reference Check Documentation✓ Notes/Emails/Narratives Emails✓ Outside Ads✓ Other Document 1✓ Other Document 2	
<p>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.</p> <ul style="list-style-type: none"><input type="checkbox"/> Position Description<input type="checkbox"/> Position Posting<input type="checkbox"/> Hiring Matrix<input type="checkbox"/> Interview Questions/Answers (All)<input type="checkbox"/> Reference Checking Materials (All)<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> <p>C. Employment Selection Records</p> <ul style="list-style-type: none"><input type="checkbox"/> Position Posting<input type="checkbox"/> Position Description<input type="checkbox"/> Verification of Degree(s) and/or Licensure Release Form (if applicable)<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"/> Hiring Certificate<input type="checkbox"/> Signed Confirmation/Offer Letter<input type="checkbox"/> Hiring Matrix<input type="checkbox"/> Reference Checking Materials (of Hired Applicant)<input type="checkbox"/> Interview Questions/Answers (of Hired Applicant)<input type="checkbox"/> All notes, e-mails, etc.(related to Hired Applicant)<input type="checkbox"/> Military/Former Foster Child Documentation (if applicable) <p>D. Records Relevant To The Employment Relationship <i>For examples of record items, please visit the link below and reference the Employment Records (relevant to the employment relationship) section.</i></p> <p>NOTE: Official Personnel File Records information is found at http://employees.tamu.edu/relations/official-records/reference</p>	

NEED HELP?

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