RECORD RETENTION & DESTRUCTION POLICY
FOR STUDENT EMPLOYMENT PAPERWORK

All newly-hired student employees should be reported in BuffJobs as soon as the student accepts the position. Applications and related employment paperwork should be retained according to the Texas A&M University System Record Retention Schedule. Please refer to Section 3.1

Below is an abbreviated description of this process:

Not interviewed or hired: Retain application and related materials for two (2) years.

Interviewed, but not hired: Retain application, interview notes, etc., for two (2) years.

Hired: Retain application, interview notes and employment-related information for five (5) years after last date of employment.

Other employment related documents:

Criminal history checks: Retain data until the record has served the immediate purpose for which it was obtained.

Unsolicited applications/resumes: Retain until administrative value has been achieved.

Job descriptions: Retain for five (5) years after position has been closed.

Document storage information:

Be sure to protect all employment-related information in a locked drawer or cabinet and use the following form when it's time to dispose of these documents:

Document Destruction Form