

HUMAN RESOURCES

THE UNIVERSITY OF TEXAS AT AUSTIN

101 E. 27th St., STOP J5600 • Austin, Texas 78712-1573

Executive Search Record Retention Rules

Introduction

The University of Texas at Austin is required to comply with state and federal mandates to establish an active and ongoing records management program. A state (university) record is any recorded information created or received in the course of university business. This includes records created or maintained by the university as well as those created or maintained on behalf of the university by a third-party vendor. No official university record (paper, microform, electronic, or any other media) may be destroyed without following university disposition procedures, developed to comply with [Texas Government Code, Title 4, Subtitle D, Chapter 441.180-441.205, Subchapter L. Preservation and Management of State Records and Other Historical Resources](#) and [Texas Administrative Code, Title 13, Part 1, Chapter 6. State Records](#). In accordance with these state and federal laws, the university has developed a [Records Management](#) policy.

In addition, all records produced as part of a state contract, whether in our custody or in a third-party system, must be retained as part of the contract documentation. That means the records must be retained for the duration of the contract and for seven years after.

Requirements

Records Retention

There are three primary categories of records that impact third-party vendors that conduct a recruitment effort on behalf of the university. These categories include job announcements, all application records (including screening and interviewing materials) and applicant self-identification data.

Records related to advertising the opening, website postings or other job posting content must be saved by third-party vendors in accordance with the records retention rules.

Third-party vendors must retain records for applicants that were not hired, as well as the individual hired (records would be kept by UT as part of the departmental personnel folder). The two applicant types have different retention periods. See tables for University of Texas at Austin Records Retention (UTRRS) codes AALL191, AALL193, and AALL204.

Records related to applicant demographics must also be saved. See tables for University of Texas at Austin Records Retention (UTRRS) codes AALL191, AALL193, and AALL204.



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Destruction of Records

Once record retention periods have been satisfied, there are also requirements for proper destruction of the records. The university is required to document the destruction or transfer to archives of all official records in the university disposition log, which is maintained by the university's [Records Management Services \(RMS\)](#) department. Third-party vendors must provide notification to the university prior to destruction of records. In addition, if the business relationship between the third-party vendor and the university terminates, then all records will need to be turned over to the university. Third-party vendors are not allowed to hold state records if there is not a contract between the two parties.

For destruction processes, please refer to the Handbook of Business Procedures, Part 20. Records Management, [20.5.4 Destruction Procedures and Form](#).

The following items are not considered official university records:

- Extra copies (known as [convenience copies](#)) maintained only for reference
- A stock of publications or blank forms
- Catalogs or trade journals
- Unsolicited advertisements

Applicable Records Retention Rules

State Item	3.1.001
UT Code	AALL191
Record Series Title	Applications for Employment - Not Hired
Description	
Ref Code	FE = Fiscal Year-End (Aug. 31) All the records created in a fiscal year must be kept for the duration of that fiscal year plus the additional number of years listed in the retention code.
Retention Period	For the vendor: records must be retained for the duration of the contract and for seven years after For the university: 2 Years
Remarks	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisements. Refer to AALL204 for other records associated with staff recruitment processes
Legal Citation	29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].



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State Item	3.1.002
UT Code	AALL193
Record Series Title	Applications for Employment - Hired
Description	Department folder copy
Ref Code	AC - After Closed, Terminated, Completed, Expired, Settled AC = Termination from UT Austin
Retention Period	For the vendor: records must be retained for the duration of the contract and for seven years after For the university: 5 Years
Remarks	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form
Legal Citation	

State Item	3.1.014
UT Code	AALL204
Record Series Title	Staff Recruitment Records
Description	
Ret. Code	FE = Fiscal Year-End (Aug. 31) All the records created in a fiscal year must be kept for the duration of that fiscal year plus the additional number of years listed in the retention code.
Retention Period	For the vendor: records must be retained for the duration of the contract and for seven years after For the university: 2 Years
AC Definition	
Archival	
Remarks	All records pertaining to recruitment including interview questions, notes, rankings, and selection criteria must be retained in accordance with this retention series for FE + 2 years; refer to AALL191 for application forms that have been separated from other recruitment records; Note 5
Legal Citations	29 CFR 1602.49(a)

State Item	3.1.012
UT Code	AALL197
Record Series Title	Job Opportunity Announcements
Description	
Ret. Code	
Retention Period	For the vendor: records must be retained for the duration of the contract and for seven years after For the university: 2 Years
AC Definition	



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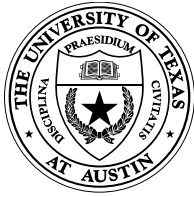
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Archival	Note 5 – Contracts with a private contractor that will create, manage, or maintain state records must expressly provide that the contractor will comply with applicable state laws and University policies relating to the management, access, retention and destruction of state records. Refer to University of Texas at Austin Handbook of Operating Procedures 3-1410 VII.D.5 and Handbook of Business Procedures Part 20.4.4 Contracts Pertaining to State Records.
Remarks	
Legal Citations	29 CFR 1602.49(a)

State Item	3.3
UT Code	HR287
Record Series Title	Hiring Reports
Description	Includes but not limited to collected data of number of applicants who self-identified as individuals with disabilities pursuant to 41 CFR §60-741.4, or who are otherwise known to be individuals with disabilities; applicants who self- identify as veterans; the total number of job openings and total number of jobs filled; the total number of applicants for all jobs; the number of applicants with disabilities hired; and the total number of applicants hired.
Ret. Code	
Retention Period	For the vendor: records must be retained for the duration of the contract and for seven years after For the university: 3 Years
AC Definition	
Archival	
Remarks	Refer also to AALL096 for non-fiscal reports
Legal Citations	41 CFR §60-741.44 (k); 41 CFR 60-300.44(f); 41 CFR 60-300.44(f); 41 CFR 60-300.45

State Item	3.3
UT Code	HR288
Record Series Title	Federal Veteran Information Invitation to Self-Identify
Description	
Ret. Code	AC
Retention Period	For the vendor: records must be retained for the duration of the contract and for seven years after For the university: 2 Years
AC Definition	
Archival	AC = Date the record is made or the date of self-identification, whichever is later.



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Remarks	CAUTION: In the case of involuntary termination the record must be retained for two years after termination
Legal Citations	41 CFR §60-300.42, §60-300.23(d)

State Item	3.3
UT Code	HR289
Record Series Title	Voluntary Self-Identification of Disability
Description	
Ret. Code	AC
Retention Period	For the vendor: records must be retained for the duration of the contract and for seven years after For the university: 2 Years
AC Definition	
Archival	AC = Date the record is made or the date of self-identification, whichever is later.
Remarks	CAUTION: In the case of involuntary termination the record must be retained for two years after termination
Legal Citations	41 CFR §60-250.42

Contacts

Records and Information Management Services

Records and Information Management Services (RIMS) at The University of Texas at Austin provides information, training, and support to the university community in all areas of identifying and retaining official university records. RMS also provides procedures for and authorizes the disposal of official university records.

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