

Document Storage and Retention Procedures for Interview and Hiring Documents

Interview documents and materials must be appropriately stored and retained to ensure compliance and accessibility. The following procedures outline the storage and retention guidelines.

Document Storage and Retention Role Responsibilities	
Hiring Manager	Department/Unit-Level HR Contact
Gather/Compile All Search Documentation (see below for further detail)	Ensure all search documentation is stored according to guidelines outlined below.
Provide Department/Unit-Level HR Contact with Search Documentation	Ensure department/unit level records storage procedures are documented for any records that fall under Category 2 below.
	Ensure more than one authorized records manager has access to the stored records (may include IT personnel) for any records that fall under Category 2 below.
	Periodically review relevant GT and USG records storage/retention policies/guidelines and update internal processes as needed for compliance.

Category 1: Retention of Search Materials for Job Requisition/Job Bid Searches Posted in Careers (the vast majority of searches should fall under this category):

- Hiring managers or unit HR contacts are responsible for ensuring that interview ratings for all finalists are accurately captured in Careers. Detailed instructions on capturing ratings in Careers can be found here: https://gatech.service-now.com/asc?id=kb_article_view&sysparm_article=KB0043112
- **All documents associated with a competitive job bid search posted in Careers should be uploaded to Careers at the conclusion of the search as part of the search record.** This is critical for audit purposes. Examples of such documents include any rubrics, forms, or scoring sheets for evaluating applications and candidate interviews, interview question lists, printouts from platforms like HireVue, references, etc. If you have questions about a particular document, please reach out to your unit/dept-level HR Contact.
- The following steps should be used to upload search documents to the job requisition.
- Unit/Dept HR contact should navigate to the job requisition via OneUSG Connect.
 1. If the job requisition has not yet been closed: Go to “Manager Self Service” > “Open Jobs” to access the job requisition.
 2. If the job requisition has already been closed, go to “Recruiting Self Service” > “Search Job Openings” to access the job requisition.

* Note that best practice is to upload the search documentation at the conclusion of the search and **prior to** the job requisition being closed.

- Once the Job Requisition opens, click on Activity & Attachments at the top.
- Scroll down to Attachments and add the search documents via the “Add Attachments” function.

Category 2: Retention of Search Materials for Searches Not Associated with a Job Requisition/Job Bid Posted in Careers (note that this would be limited to rare exceptions when a search has been approved to be conducted outside of Careers)

- All interview documents and materials not associated with a job requisition/job bid posted in Careers must be stored at the unit level, within the respective department where the position resides (e.g., School, Center, Department, etc.) using one of the options below. **Note that while electronic document storage is strongly preferred going forward, document storage under this category may be physical or electronic.**
- Regardless of whether stored electronically or physically, records should be retained according to the USG records retention policy for “Human Resources” records, which may be found here (please refer to the “Employee Personnel Records” section for retention requirements as applicant/search records should be treated similarly): https://www.usg.edu/records_management/schedules/930
- The following retention schedules govern the storage of interview documentation. **Georgia Tech must abide by the longest of these schedules as mandated by USG (4 years after the search is completed)**
 1. USG Retention Schedule – 4 years
 2. Georgia Law GASC-06-003 – 3 years
 3. EEOC – 2 years
- Carefully consider the security permissions for different users, ensuring appropriate access rights. For instance, a records manager should not be granted access to records related to a search that led to their own hiring. In such instances, an alternative records manager should oversee the maintenance of those specific records.
- Department/Unit-Level HR Contact should document all storage and retention procedures related to internal storage of interview and hiring documents under this category for accountability and compliance purposes.
- **Option 1 (strongly preferred) Electronic Document Storage:**
 - If storing electronic documents, the following procedure should be followed:
 1. Utilize approved GT record storage mechanisms, which include Microsoft 365 OneDrive, Microsoft 365 Teams and Microsoft 365 SharePoint – see [Administrative Services Center - Managing Interviews for a Staff Position KB0043112](#)

2. Utilize a folder structure/naming convention that includes Year, Job ID, Position Title, and Candidate Name
 1. E.G. Year > Job ID Position Title > Candidate Name
- Ensure that electronic documents are stored in accordance with data security and privacy policies – See <https://policylibrary.gatech.edu/information-technology/data-governance-and-management-policy> and <https://edm.gatech.edu/data-governance/dgm-policy>
- Regularly backup electronic documents to prevent data loss.
- To prevent loss of access to records due to staff turnover, ensure multiple authorized records managers (which may include IT personnel) have access to the electronic folders and files.
- **Option 2 Physical Document Storage:**
 - If storing physical documents, the following procedures should adhere to:
 1. Ensure all documents are securely stored in designated, locked file cabinets or storage areas within the unit.
 2. Implement access controls to restrict unauthorized access to physical documents.
 3. Regularly review Institutional and USG policies on document storage and update procedures as needed.

Documentation and Review:

- Department/Unit-Level HR Contact should document all storage and retention procedures related to interview and hiring documents under Category 2 above for accountability and compliance purposes.
- Department/Unit-Level HR Contact should conduct periodic reviews of USG and GT guidelines for records storage and retention requirements and update internal procedures as needed to maintain compliance. Please review:
 1. https://www.usg.edu/records_management/schedules/930 and
 2. <https://policylibrary.gatech.edu/information-technology/data-governance-and-management-policy> and <https://edm.gatech.edu/data-governance/dgm-policy>