



## Recordkeeping

Under Florida law, search committee records must be retained for a period of **4 years** after hire. If a foreign national is hired, the records must be kept for **5 years**, based on Department of Labor requirements.

At a minimum, these records should consist of the following:

- Information on recruitment efforts, including advertisements, vacancy announcements, and records of contacts (direct, phone, email, and letter).
- A copy of the position description (A&P and USPS positions only).
- All applications received and considered for the position, including copies with any notations made by committee members.
- An applicant log confirming method of EEO data solicitation, if search was done outside of OMNI.
- A listing of qualified applicants considered by the hiring department or unit.
- A listing of applicants/interviewees eliminated from consideration who were determined not to be qualified, or as qualified as the final candidate, with reasons (disposition codes in OMNI HR).
- Checklists or ranking instruments used and any minutes relating to committee deliberations and the rationale for applicant recommendations.
- A listing of applicants who were selected for an interview and those who were recommended to the hiring authority.
- A listing of the interview questions and all responses/notations captured by committee members (including committee member evaluation forms).
- Applicant interview schedule or agenda, if applicable.
- Documentation affirming that applicants not selected for an interview were notified of their status (regret letters or emails).
- Hiring paperwork packet.

The chairperson of the search committee is responsible for ensuring that all records regarding the search are properly retained. Before moving on from the search, committee members should give their materials to the committee chairperson and the chairperson should make sure the hiring records are in order. These records are maintained in the hiring department for a minimum of 4 years, and 5 years if applicable, and should be available for public record requests.