



# Office for Access and Equity

## Record Keeping Requirement for Searches

Applicability: All Academic search processes including faculty, administrative and academic professionals; all support staff or civil service positions filled.

The Department of Labor's Office for Federal Contract Compliance Program requires that all search documents be retained subsequent to the closing of the search. These documents must be uploaded to HireTouch and retained by the hiring unit for a minimum of three years after the start date of the selected candidate.

### **Some helpful questions and answers related to the retention of records:**

*Q: What records should be retained after a search or hiring process has been completed?*

*Answer:*

- Recorded minutes or outcomes of search committee's candidate selection
- Documents used for rating candidates such as rubrics or score sheets
- Copies of ads placed, job postings, and announcements of the position
- Correspondence or communication about the position in question, i.e. a letter from a candidate or record of a telephone call noting that a candidate is not interested in a position or that he or she has withdrawn from the search or has declined an offer
- Chairs of search committees should collect and turn over all records to the hiring department, including any notes retained by individual search committee members

*Q: Do we have to retain the original copy or can we maintain electronic files for the search?*

*Answer:*

- Original paper copies may be converted to electronic files as long as they are complete copies and readable.

For information regarding this policy please visit the OFCCP's webpage:

<http://www.dol.gov/ofccp/regs/compliance/directives/dir279.htm>

Further inquiries on this subject can be directed to: [oe\\_eeo@uic.edu](mailto:oe_eeo@uic.edu)