

April 2008 – “Resumes and Cover Letters”



Our staff experts conduct “special investigations” into your questions.

Dear Deb,

How long do I have to keep resumes and cover letters for a job that I just filled?

*Your friend,
Seymour, Human Resources Manager
Your Community Cares Agency*

Dear Seymour,

You should retain all materials relating to filling a job for at least one year after the new employee has been hired. In some instances, such records must be kept for a longer period of time. These records include the original advertisement, cover letters, resumes, interview notes, tests, and job applications.

The Age Discrimination in Employment Act (ADEA), Title VII and ADA require that an employer keep such records for 1 year from date of submission. The Office of Federal Contract Compliance Programs (OFCCP) that enforces Executive Order 11246 (which generally applies to large contractors and schools) stipulates that employers retain these records for 2 years. Keep in mind that driving records are regarded as hiring records and should be kept for same period of time as the statute that regulates the hiring process.

All employers should have a document retention policy for human resource, financial, and organizational records. If you are a member of Maryland Nonprofits, look on our website for a document retention policy and schedule. Spring house cleaning will be a lot easier if you know what to keep and for how long, and what can go in the shredder.

Sincerely,

Deb Jung
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