

Basic Employment Record Retention Requirements

Type of Record	Minimum Number of Years	From When?
Payroll records (name, employee identification number, home address, date of birth (if under 19), sex, occupation, hourly rate, hours worked each day and each week, wages due, premium pay for overtime, additions and deductions, total wages paid, date of payment, pay period covered)	3 years	Last date of entry
Collective bargaining agreements	3 years	Last effective date
Daily time cards	2 years	Last date of entry
Wage rate tables	2 years	Last effective date
FMLA records	3 years	End of leave or denial of leave
I-9 Forms	1 or 3 years	1 year from date of termination or 3 years from date of hire, whichever is later
OSHA Forms 300, 300-A, and 301	5 years	End of calendar year of incident
Hazardous exposure records	30 years	Date of termination
Polygraph test records	3 years	Date of polygraph exam or date exam was requested if no exam was performed
ERISA records (annual reports, plan descriptions, and summary plan descriptions)	6 years	Date of filing
EEO-1 Report	3 years	Date of filing
Basic employee information (name, address, date of birth, occupation, rate of pay, compensation earned each week)	3 years	Date of termination
Applications and resumes	1 year	Date of personnel action
Advertisements or notices to the public of job openings	1 year	Date of personnel action
Advertisements or notices to employees of job openings, promotions, training programs, or opportunities for overtime work	1 year	Date of personnel action
Results of aptitude test or physical exam considered in connection with personnel action	1 year	Date of personnel action

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Records related to promotion, demotion, transfer, selection for training, layoff, recall, or discharge of any employee	1 year	Date of personnel action
Job orders submitted to employment agency	1 year	Date of personnel action

- This chart does not include all employment record retention requirements.
- This chart is based on the major federal employment statutes (FLSA, OSHA, Title VII, ADEA). Other federal laws as well as state and local laws may require longer retention periods.
- Certain government contractors (more than 150 employees and a government contract of at least \$150,000) are required to retain certain employment records for longer periods than referenced above.
- If a discrimination charge or an employment lawsuit has been filed, any relevant employment records should be retained until the final disposition of the charge or lawsuit.

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