

PERSONNEL RECORD RETENTION CHECKLIST

	Document Title	Number of Years
<input type="checkbox"/>	Accident Reports and Worker's Compensation Claims	11 years
<input type="checkbox"/>	Age Work Certification Records for Minors	3 years after termination
<input type="checkbox"/>	Applications (non-hires)	1 year
<input type="checkbox"/>	Attendance Records	4 years
<input type="checkbox"/>	COBRA Records	3 years
<input type="checkbox"/>	Employee Benefit Plans	2 years following the termination of the plan
<input type="checkbox"/>	Employment Advertisements	3 years
<input type="checkbox"/>	ERISA Retirement and Pension Records (Employee Retirement Income Security Act)	Indefinitely
<input type="checkbox"/>	I-9 Forms	3 years after employment begins or 1 year beyond termination, whichever is later.
<input type="checkbox"/>	Labor Contracts	Indefinitely
<input type="checkbox"/>	Medical and Exposure Records relating to toxic substances	40 years
<input type="checkbox"/>	OSHA Logs (Occupational Safety and Health Act) Employers must maintain a log that records worker's job related injuries or illnesses, the dates, and the nature of the incidents.	5 years following the end of the year to which they relate, plus current year.
<input type="checkbox"/>	OSHA Training Documentation	3 years
<input type="checkbox"/>	Paychecks	8 years
<input type="checkbox"/>	Payroll Records – including name, address, social security number, wage rate , number of hours worked daily or weekly deductions, allowances claimed and net wages	6 years
<input type="checkbox"/>	Personnel File Records – including application, pre-employment tests, performance appraisal, rate changes, position changes, transfers, promotions, demotions, documentation of disciplinary actions and job descriptions.	6 years after termination
<input type="checkbox"/>	Employee Medical Records and Analysis as required by OSHA	The duration of employment plus 30 years
<input type="checkbox"/>	MSDS (Material Safety Data Sheets) or some identification of substance used or found	The duration of employment plus 30 years
<input type="checkbox"/>	Records pertaining to unfair or discriminatory employment practices and Americans with Disabilities Act.	Until the final disposition of the charge or action

Note: this list is not exhaustive of record keeping requirements and it should be understood that additional state or industry guidelines may apply to your business.