

EMPLOYER DOCUMENT RETENTION CHECKLIST

PERSONNEL FILE CHECKLIST

TYPE OF DOCUMENT	LEGAL RETENTION PERIOD	RECOMMENDED RETENTION PERIOD
Employment Application/Resume	3 years after termination of employment	7 years after termination of employment
Documents authorizing reference/background checks	3 years after termination of employment	7 years after termination of employment
Personnel Action Forms <ul style="list-style-type: none">Hire, promotion, demotion, pay changes, suspension, termination	3 years after termination of employment	7 years after termination of employment
Job Descriptions	3 years after any change in job description	7 years after termination of employment
Performance Evaluations	3 years after termination of employment	7 years after termination of employment
Documentation of Discipline	3 years after termination	7 years after termination of employment
Orientation/Training Documentation	3 years after termination of employment	7 years after termination of employment
Acknowledgement of Orientation/Training	3 years after termination of employment	7 years after termination of employment
Acknowledgement of receipt of handbook	3 years after termination of employment	7 years after termination of employment
Acknowledgement of receipt of no-harassment policy	3 years after termination of employment	7 years after termination of employment
Attendance documentation	3 years after termination of employment of employment	7 years after termination of employment
Tax-related information	As long as in effect plus 4 years	7 years after termination of employment
Benefits Enrollment Forms (including 401k)	6 years after final qualifying event	7 years after termination of employment
Unemployment compensation documents	2 years after last date of entry	7 years after termination of employment
Exit Interviews	3 years after termination of employment	7 years after termination of employment

MEDICAL FILE CHECK LIST

TYPE OF DOCUMENT	LEGAL RETENTION PERIOD	RECOMMENDED RETENTION PERIOD
Workers' compensation forms and related documentation	3 years after termination of employment	7 years after termination of employment
Post-offer/pre-employment medical examination or information	3 years after termination of employment	7 years after termination of employment
Requests for reasonable accommodations	2 years after request is made	7 years after termination of employment
Medical insurance claim forms	3 years after termination of employment	7 years after termination of employment
Substance abuse rehabilitation records	3 years after termination of employment	7 years after termination of employment
FMLA documentation	3 years after leave ended	7 years after termination of employment
Fitness for duty/return to work forms	3 years after termination of employment	7 years after termination of employment

OTHER DOCUMENTS TO BE RETAINED IN SEPARATE FILES BY SUBJECT MATTER

TYPE OF DOCUMENT	LEGAL RETENTION PERIOD	RECOMMENDED RETENTION PERIOD
Payroll Records	3 years after date records created	7 years after termination of employment
Time sheets; work/time records	2 years after last entry	7 years after termination of employment
EEO-1 surveys	A copy of most recent report	3 years after creation
Documents with identifying information concerning age, race, gender	3 years	7 years after termination of employment
Affirmative Action Plans	2 years	3 years after creation
Investigative Files relating to charges/complaints of harassment or discrimination	1 year or until after final disposition of a pending charge/lawsuit	3 years after termination of employment of the complainant or aggressor or until final disposition of a pending charge/lawsuit; whichever is greater
I-9 Forms	3 years after date of hire and 1 year after termination of employment; whichever is greater	3 years after date of hire and 1 year after termination of employment; whichever is greater
Job Advertisements	2 years after ad is placed	7 years after ad is placed
Collective Bargaining Agreements	7 years after conclusion of contract	7 years after conclusion of contract
Vets-100 Forms	Not specified	3 years
OSHA 300 Log, OSHA Privacy Case List, the Annual Summary, and OSHA 301 Incident Report Forms	5 years following the end of the calendar year these records cover	5 years following the end of the calendar year these records cover
OSHA Noise exposure measurements	2 years minimum	2 years minimum
OSHA Audiometric exams	Duration of employment plus 30 years from termination of employment	Duration of employment plus 30 years from termination of employment
OSHA Material Safety Data Sheets (MSDS) containing physical and health hazards of each hazardous substance used in the workplace	30 years from the date the substance was last received in the workplace	30 years from the date the substance was last received in the workplace
Medical records of employees for	Duration of	Duration of employment plus

employers subject to OSHA standards including but not limited to asbestos, benzene, cadmium, formaldehyde, and occupational exposures to bloodborne pathogens	employment plus 30 years from termination of employment	30 years from termination of employment
Driver Qualification Files (Employment Application, Road Test Certificate, Previous Employment Check, Original Driving License Check, Medical Examiner's Certificate, Annual Review, Annual State Abstract, List Of Motor Vehicle Violations)	3 years from date of termination	7 years
Driver Record of Duty Status Report and Support Documents	6 months	1 year
Vehicle Maintenance Records	6 months	1 year
Driver Vehicle Inspection Reports	3 months	1 year
DOT Annual Drug Summary	5 years	5 years
Documents related to DOT Alcohol and Drug Collection	2 years	2 years
DOT Vehicle Roadside Inspections	1 year	1 year