

Personnel Records

How Long Must You Keep Them?

It seems that each and every employment law has different requirements for record retention. What do you have to keep? What can you throw out? If you're keeping records, for how long do you have to keep them? How do you remain compliant? You need a checklist!

A Dozen of the Most Significant Acts

1. Title VII of the Civil Rights Act of 1964
2. Age Discrimination in Employment Act (ADEA)
3. Family and Medical Leave Act (FMLA)
4. Occupational Safety and Health Act (OSHA)
5. Fair Labor Standards Act (FLSA)
6. Equal Pay Act
7. Rehabilitation Act
8. Employee Retirement Income Security Act (ERISA)
9. Immigration Reform and Control Act
10. Davis-Bacon Act
11. Walsh-Healey Public Contracts Act
12. Sarbanes-Oxley Act

Part of Any Good Record Retention Checklist

<u>The Act</u>	<u>Records</u>	<u>Retention</u>
OSHA	Occupational Safety and Health Administration (OSHA) Form 200 and OSHA Form 101	5 years
	Required medical exam	30 days longer than employment
	Records used to monitor exposure	30 years for hazardous materials
Immigration Reform and Control	I-9 forms	3 years from date of hire or 1 year after termination, whichever is later
Sarbanes-Oxley	Records relevant to legal actions	Indefinitely, after an investigation begins

Questions about retention requirements for these or other important employment laws? Please call or email KAFF Systems at: (440) 349-6624 or HR@KAFFSystems.com.