

Employment Records Retention Guide

Years to Retain Records

	1	2	3	4	5	6	10	20	30	Indefinite	See Foot Note #
Forms & Records											
INS/ Homeland Security I-9											1
Child Labor Permits			X								
Personnel File											2
Job Inquiries		X									
Application for Employment (not hired)		X									
Resumes (not hired)		X									
Employment Denial Letters		X									
Job Postings		X									
Payroll Records				X							
Time Cards/ Time Sheets						X					
Pay Check Records						X					
Wage and Tax Reports						X					
Payroll Master File				X							
Training Completion Records				X							
Records related to harassment or discrimination claim											3
Benefit Records											
ERISA Plan Descriptions						X					
401(k) Records										X	
Welfare Benefit Plan Documents											4
Insurance Policies						X					
Certificate of Insurance								X			
Health Plan Insurance Records						X					
Cafeteria Plan Section 125						X					
Short/Long Term Disability Plan Records										X	
Insurance Policies						X					
Health & Safety/OSHA											
Accident Reports					X						
Damage Reports					X						
Employee Driving Records											5
Employee Safety Related Medical Records											6
Environmental Permits									X		
Environmental Testing					X						
Equipment Safety Inspection Records					X						
Fire Extinguisher Records	X										
Forklift Training Records	X										
Hazardous Communications									X		
Hazardous Substance Identification Records									X		

Injury Reports					X						
Material Safety Data Sheets									X		
OSHA Form 300					X						
Safety Program Records							X				
Safety Violation Records					X						
Safety Training Records											7
Workers' Compensation Claims/Reports						X					
Workers' Compensation Policy Information					X						
Chemical & toxic Substance Exposure Records											8
Medical Examination Required by OSHA											8
Cal- OSHA Logs and Summary					X						
Industrial Injury with lost time records					X						
First Aid Records					X						

Footnotes

- (1) Three years after the date of hire, or one year after termination date, whichever is later
- (2) Two years after termination
- (3) Three years past final disposition of the case
- (4) Period of the plan plus one year
- (5) Three years after the date of hire, or one year after termination date, whichever is later
- (6) One year following termination of employment
- (7) 1 year beyond the end of employment, or 3 years during employment
- (8) 30 years after termination of employment