

# RECORD RETENTION REQUIREMENTS

TYPE OF EMPLOYEE RECORD	YEARS TO KEEP RECORD
<b>HIRING &amp; PERSONNEL INFORMATION</b>	
Job applications, resumes, other replies to advertisements	Typically, 1 year from the date of record. However, to include some exceptions, 2 years from last action recommended.
Records relating to refusal or failure to hire, including test papers, medical tests, and/or other screening tools	2 years after last action.
Advertisements or notices to the public or employees about openings, promotions, and/or training opportunities	Typically, 1 year from the date of record. However, to include some exceptions, 2 years from last action recommended.
Records showing impact of employment actions of selections, promotions, demotions, layoffs and recalls, termination, transfers and opportunities for training or overtime work	1 year from date of action
Dates hired, separated, rehired, resumed, reason for separation	1 year from date of action
Aptitude, ability, medical or other tests used	1 year from date of action
Polygraph test results and records, including reasons for administering	3 years from date of action
Name, addresses, SSN, gender and date of birth	4 years following last action
Occupation and job classification	4 years following last action
Work authorization and permits	
I-9	1 year from termination, or 3 years; whichever is longer
<b>TAX RECORDS</b>	
Amount of wages subjected to withholdings	4 years
Agreements with employees to withhold additional taxes	4 years
Actual taxes withheld and dates withheld	4 years
Reasons for any differences between total tax payments and actual tax payments	4 years
Withholdings form [W-4]	4 years
<b>COMPENSATION PROGRAM INFORMATION</b>	
Documents concerning merit or seniority systems	2 years
Explanations of wage differences for employees of same and opposite sex	2 years
Job evaluations and job descriptions	2 years
Wage rate tables	2 years
Bargaining agreements and individual contracts	2 years
<b>COMPENSATION</b>	
Daily work schedule	3 years from last action
Pay rate	3 years from last action



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Weekly compensation	3 years
Amounts and dates of actual payment; period of service covered	4 years
Daily and weekly hours	4 years
Straight time and overtime hours and pay	4 years
Annuity and pension payments	4 years
Accident and health plan payments	4 years
Fringe benefits paid	4 years
Tips	4 years
Deductions and additions	4 years
<b>BENEFITS PROGRAMS INFORMATION</b>	
All records supporting disclosures required in reports to the Internal Revenue Service, Department of Labor and Pension Benefit Guaranty Corporation	6 years from the date report filed
Plan description	1 year from termination of plan
<b>HEALTH, MEDICAL AND SAFETY DATA</b>	
Job related injuries and illnesses	5 years after record is made
Requests for accommodation of disability	1 year from last action

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information is provided in consultation with federal and state statutes and does not encompass other regulations that may exist, such as local ordinances. If you are seeking legal advice, you are encouraged to consult an attorney.



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