

Quick Tips For:

RECORDKEEPING

What Employment Records Should I Keep?*

Documentation	Retention Schedule
Personnel records including application forms and records concerning hiring, promotion, demotion, transfer, layoffs, termination, and terms of compensation.	1 year from date of personnel action taken with respect to the particular record or date record was made – whichever is later (29 C.F.R. 1602.14).
Records relevant to complaint or unlawful employment practice.	Until final disposition of charge (29 C.F.R. 1602.14).
Supplemental basic records, including wage rate tables, time schedules, and order and shipping records.	2 years from date of creation (29 C.F.R. 1620.32; 516.6).
Written employee benefit plans; merit or seniority systems.	While plan is in effect, plus 1 year after termination of plan (29 C.F.R. 1627.3).
Payroll or other records containing each employee's name, address, date of birth, occupation, rate of pay, and compensation earned per week.	3 years from date of creation (29 C.F.R. 1627.3; 516.5).

*Federal Requirements

For more information on these topics, visit Hill Wallack LLP's Employment Law blog - <http://www.pa-nj-employmentlaw.com>

© All Rights Reserved. All written materials are property of HILL WALLACK LLP and may not be reproduced or distributed without express permission of HILL WALLACK LLP.

This document is intended to provide general information (not advice) about legal issues. Readers should not act upon this information without consulting with legal counsel. This document is not a confidential communication and is not intended to and does not create an attorney-client relationship.

