

RECORD RETENTION
Compliance

RECORD	RETENTION TIME	COMMENTS
Job postings, job ads, notices of job openings, etc.	2 years	
Employment applications, resumes; other documents related to applicants	2 years	* Keep applications and resumes of current employees in their files.
Payroll records (amounts and dates paid, earnings, deductions, etc.)	4 years	
Employees' compensation records, e.g., timesheets or timecards, work or shift schedules, pay rates, etc.; sufficient info on exempt employees to determine compensation, perks and benefits	2 years	
* Employee's "personnel" file, including all job actions; records of having taken leave under family leave laws	2 years after termination	Records of family leave should normally be kept 3 years.
I-9's (employment eligibility)	3 years	* Keep I-9's on current employees for as long as you keep their personnel files (although they should not be filed in the personnel file, but kept separate).
Retirement plan info	6 years	
Job injury records if work time was lost	5 years	
* Records of exposure to toxic substances, blood-borne pathogens; Material Safety Data Sheets (MSDS)	Employment +30 years	
Union contracts; * individual employee contracts	3 years	

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* Records of employment of minors	3 years	
EEO data (100 or more employees)	Current	2 years after eliminating an adverse impact
Affirmative Action Plans (federal contractors)	Current	Keep supporting data for 2 years
Employee tax records, W-4's	4 years from tax due date or when tax paid	