



## Employee Files Retention

Applications and Resumes	1 year after hiring process was completed
Employee offer letters (and other documentation regarding hiring, promotion, demotion, transfer, lay-off, termination or selection for training)	1 year from date of making record or action involved, whichever is later, or 1 year from date of involuntary termination
I-9 Forms	3 years after date of hire or 1 year after employment is terminated, whichever is later
Compensation and Pay Information	3 years
Employee Tax Records	4 years from the date tax is due or paid
Personnel or employment records	1 year from the date the record was made or personnel action was taken, whichever is later
Pre-employment tests and test results	At least one year for applicants who are not hired, and during employment and for at least three years after employment has ended for employees
Workers' compensation records	Duration of employment + 30 years
Injury and Illness Incident Reports (OSHA Form 301) and related Annual Summaries (OSHA Form 300A); Logs of work-related injuries and illnesses (OSHA Form 300)	5 years following the end of the calendar year that these records cover
FMLA Records	3 years
Benefit Records	4 years
Pension and Retirement Records	Permanent
Time cards; piece work tickets; wage rate tables; pay rates; work and time schedules; earnings records; records of additions to or deductions from wages; records on which wage computations are based	3 years
W-2 and W-4 Forms	As long as the document is in effect + 4 years