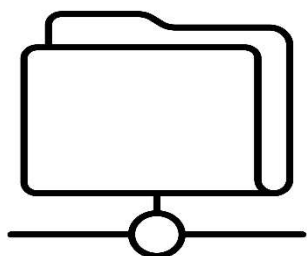




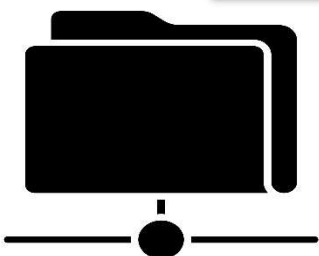
EMPLOYEE RECORDS

Employers must adhere to specific regulations regarding employee personnel records; this is a brief reference.

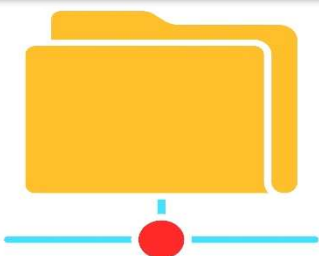
This information is not all-inclusive but is designed to provide general information to assist employers with the basics of employee recordkeeping.



I-9 DOCUMENT



MEDICAL



PERSONNEL

I-9 forms should be kept separately from an employee's personnel file.

Retention: Three years after hire or one year after termination, whichever is longer.

Medical forms such as records of illnesses and requests for accommodations must be kept separately from an employee's personnel file.

Retention: Dates vary based on type of medical record. (ADA) is the duration of employment + 1 year. OSHA records are +30 years and HIPPA requires + six years.

The personnel file is where the majority of records are held. These records include job applications, resumes, records of employment actions, tax forms, and training records.

Retention: The length of time you need to keep employee records depends on the type of document and your state and local regulations. However, a general rule is to keep them for at least 7 years after termination to cover the time limit for civil legal action.

Employers are encouraged to complete periodic compliance audits. Federal and state guidelines change frequently and the above information is subject to change based on those regulation changes.

