



Personnel Records Audit: Retention Requirements

Type of Record	Federal Statutory Period	Recommended Retention Period
Disability	1 year from date record was made or personnel action was taken, whichever is later	Term of employment + 3 years
Disciplinary Action	1 to 3 years, depending on different statutes	Term of employment + 4 years
Employee Handbook Receipts	None specified	Term of employment + 3 years
EEO-1 Forms	1 year after employer's latest annual report	Reports from previous 7 years
FMLA Leave Forms	3 years	Term of employment + 3 years
I-9 Forms	3 years after date of hire or 1 year after termination date, whichever is later	Term of employment + 3 years
Job Ads	1 year	At least 4 years
Job Applications	<i>For applicants not hired:</i> 1 to 2 years, depending on size of organization and any affirmative action statutes or executive orders <i>For applicants hired:</i> 1 year	4 years, regardless of organization's size or affirmative action obligations Term of employment + 3 years
OSHA Injury Logs	5 years after date of injury; for toxic exposure incidents, 30 years	5 years after date of injury; for toxic exposure incidents, 30 years
Payroll Deduction Authorizations	3 years	Term of employment + 3 years
Performance Reviews	1 year	Term of employment + 4 years
Wage/Hour Records	3 years	5 to 7 years. In some cases longer, depending on state tax requirements
Workplace Investigation Reports	3 years for serious incident reports (violence, sexual harassment)	Term of employment, plus 3 years for serious-incident reports