

Personnel Record Retention Guide

Businesses are required to keep their records for varying amounts of time depending on the type of record being stored. The following chart outlines suggested recommendations for record retention at the federal level:

Other Products Of Interest

- [Paychex PremierSM Human Resources](#)
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- [Paychex Direct Catalog](#)

Type of Record	Number of Years
Accident Reports and Injury Claims (workers' compensation)	11 years
Affirmative Action Plans	1 to 2 years depending on the number of employees and the amount of the contract
Analysis Using Exposure or Medical Records	30 years
Applications or Resumes (non-hires)	1 year
Attendance Records	4 years
COBRA Records	6 years
EEO-1 Reports	1 year, excluding pending Title VII violation charges
Employee Benefit Plans	2 years following termination of plan
Employee Exposure Records	30 years
Employee Medical Records	Duration of employment plus 30 years
Employment Advertisements	1 year
ERISA Retirement and Pension Records	Indefinitely

ERISA Determination Letter	Indefinitely
Equal Employment Opportunity Records	1 year
Family and Medical Leave Act Records	3 years
Form I-9	3 years after employment begins or 1 year beyond termination, whichever is later
FUTA Records	4 years
HIPAA Records	6 years
Labor Contracts	Indefinitely
OSHA Logs	5 years following the year to which they relate plus the current year
Payroll Records (including employee name, address, social security number, wage rate, number of hours worked daily and weekly, gross wages, deductions, allowances claimed, net wages, overtime, etc.)	3 years
Personnel File Records (including employment application, pre-employment tests, job descriptions, performance appraisals, position and rate changes, transfers, training, documentation of disciplinary actions, etc.)	3 years following date of separation
Tax Records (including employee name, address, occupation, social security number, total amount and date of each compensation payment, allowances claimed, federal income tax and FICA withheld, Form W-4, etc.)	4 years
VETS-100 Reports	2 years

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