## **Record Retention Guidelines**

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| **RECORD** | **RETENTION PERIOD** |
| **Personnel** |  |
| [Collective bargaining agreements](https://1.next.westlaw.com/Document/Ibb09e90eef0511e28578f7ccc38dcbee/View/FullText.html?originationContext=document&transitionType=DocumentItem&contextData=(sc.RelatedInfo)) | 3 years |
| Notice of job opportunities/applications/resumes | 1 year (2 for certain Fed. Contractors) |
| Employee offer letters (and other documentation regarding hiring, promotion, demotion, transfer, lay-off, termination or selection for training) | 1 year |
| Records relating to background checks on employees | 5 years |
| Pre-employment tests and test results | 1 year for applicants who are not hired,3 years after employment has ended for employees |
| Employment contracts and employment agreements | 3 years |
| Pre-employment tests and test results | 1 year for applicants not hired (3 for certain Fed. Contractors), 3 years after employment has ended for employees. |
| [I-9 Forms](https://1.next.westlaw.com/Document/I0f9fbf63ef0811e28578f7ccc38dcbee/View/FullText.html?originationContext=document&transitionType=DocumentItem&contextData=(sc.RelatedInfo)) | Later of 3 years after date of hire or 1 year after employment is terminated |
| NC Youth Employment Certificate | Later of 2 years after emp ends/age 20 |
| Employee records with information on pay rate or weekly compensation | 3 years |
| Job descriptions, performance goals and reviews; [garnishment](https://1.next.westlaw.com/Document/I77ec621eef2e11e28578f7ccc38dcbee/View/FullText.html?originationContext=document&transitionType=DocumentItem&contextData=(sc.RelatedInfo)) records | Termination + 7 years/2 years |
| Employee polygraph test records | 3 years |
| Employee tax records | 4 years |
| Personnel or employment records [made or kept by a contractor or subcontractor with at least 150 employees or at least $150,000 in federal government contracts] | Later of 2 years from date record made or personnel action was taken |
| Personnel or employment records [applicable to contractors or subcontractors with less than 150 employees or less than $150,000 in federal government contracts] | Later of 1 year from date record made or personnel action was taken |
| Salary schedules; ranges for each job description | 2 years |
| Time reports | Termination + 3 years |
| Workers' compensation records | Duration of employment + 30 years |

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| **RECORD** | **RETENTION PERIOD** |
| **Medical** |  |
| Hazardous material exposures | 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 end of calendar year that records cover |
| Supplemental record for each occupational injury or illness (OSHA Form 101); Log and Summary of Occupational Injuries and Illnesses (OSHA Form 200) | 5 years following end of calendar year that records cover |
| Medical exams required by law | Duration of employment + 30 years |
| FMLA required records | 3 years |
| Reasonable Accommodation | 1 year for requests/ accommodation records. 2 years certain Fed. Contractors |
| **Benefits** |  |
| Benefits descriptions per employee | Permanent |
| Pension plan and retirement records | Permanent |
| Employee benefit plans subject to ERISA (includes plans regarding health and dental insurance, 401K, long-term disability, and Form 5500) | 6 years from when record was required to be disclosed |
| **Payroll Records** |  |
| Payroll registers (gross and net) | [Permanent/3 years from last entry date] |
| Federal procurement contract and related weekly payroll documents | 4 years from completion of contract |
| 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 and Statements | As long as document is in effect + 4 years |
| Records relevant to an audit or review, including memoranda, correspondence, and other communications | 7 years after conclusion of audit or review |

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| **RECORD** | **RETENTION PERIOD** |
| **Financial** |  |
| Accounts Payable and Receivables ledgers and schedules | 7 years |
| Audit reports/financial statements | Permanent |
| Annual plans and budgets | 2 years |
| Bank statements, cancelled checks, and deposit slips | 7 years |
| Business expense records | 7 years |
| Cash receipts | 3 years |
| Check registers | Permanent |
| Electronic fund transfer documents | 7 years |
| Employee expense reports | 7 years |
| General ledgers | Permanent |
| Journal entries | 7 years |
| Invoices | 7 years |
| Petty cash vouchers | 3 years |
| Annual tax filing for the organization | [Permanent/7 years] |
| Filings of fees paid to professionals | 7 years |
| Payroll tax withholdings | 7 years |
| Earnings records | 7 years |
| Payroll tax returns | 7 years |
| State unemployment tax records | Permanent |
| Insurance claims/ applications | Permanent |
| Insurance disbursements and denials | Permanent |
| Insurance policies (Directors/Officers, General Liability, Property, Workers Comp) | Permanent |
| Leases | 6 years after expiration |
| Patents, patent applications, & documents | Permanent |
| Real estate documents (including loan and mortgage contracts, deeds) | Permanent |
| Stock and bond records | Permanent |
| **Other** |  |
| [EEO-1](http://www.eeoc.gov/employers/eeo1survey/index.cfm) Reports (Employer Info. Report) | Filed annually, most recent on file |
| Written affirmative action program (AAP) & supporting documents [for contractors required under [41 C.F.R. § 60-1.40](https://1.next.westlaw.com/Link/Document/FullText?findType=L&pubNum=1000547&cite=41CFRS60-1.40&originatingDoc=Ibb0a3897ef0511e28578f7ccc38dcbee&refType=LQ&originationContext=document&transitionType=PLDocumentLink&billingHash=7009DDDAA3E29D9C08BD5D8D99EB4D4660A7FE5D7674E3D93CCC1018DE38757C&contextData=(sc.RelatedInfo))] | For immediately preceding AAP year, unless it was not then covered by the AAP year |

 *Note: Listed retention periods are based on NC, SC, and Federal requirements.*