

Know the Rules:

Federal Recordkeeping & Retention Requirements

Below, federal recordkeeping and retention requirements for employee and employment-related records are listed. State laws may impose additional obligations not reflected here. Employers should verify which laws apply to their organization and ensure compliance.

Selection, Hiring & Employment Records:

- **Job Applications, Resumes & Interview Notes:** 1 Year
- **Hiring Records:** 1 Year
- **Promotion, Transfer & Termination Records:** 1-3 Years
- **Performance Evaluations:** 2-3 Years
- **Background Checks:** 1 Year; Recommended 5 Years
- **Payroll Records:** 3 Years
- **Form I-9:** 3 Years After Hire or 1 Year After Termination (Whichever is Later)
- **Timecards & Attendance Records:** 2 Years
- **Benefit & Retirement Plan Records:** 6 Years
- **COBRA Notices:** 6 Years
- **FMLA Leave Records:** 3 Years
- **ADA Accommodation Requests:** 1 Year
- **Medical and Exposure Records:** Duration of Employment + 30 Years
- **Workplace Injury Logs:** 5 Years
- **Drug and Alcohol Test Results:** 5 Years
- **Tax Records:** 5 Years
- **EEOC Discrimination Complaints:** 1 Year or Until Case Resolution
- **Separation and Exit Interviews:** 1-3 Years
- **Whistleblower and Retaliation Complaints:** 3 Years After Resolution
- **Affirmative Action Plans:** 2-3 Years
- **Union Contracts:** 3 Years
- **Military Leave Records:** Indefinitely