

EMPLOYMENT RECORD RETENTION REQUIREMENTS/RECOMMENDATIONS

<u>Type of Record</u>	<u>Retention Period</u>	
	<u>Federal</u>	<u>Maryland</u>
Employee's gender, address, D.O.B., job/occupation, pay rate, pay earned per week, hours worked, wages paid (incl. date of payment and pay period covered)	3 years	5 years for pay period dates, wages paid, and method by which wages are computed. Additional retention requirements for part time employees: 5 years for the number of hours worked each day, wages earned by calendar week, whether the individual worked less than full-time during the week, and whether the individual worked all available hours.
Name of employee, SSN, address of employee including zip code, and identification number used in place of employee name on work records	4 years from date tax is due or date of payment of tax, whichever is later	5 years
Personnel file, including applications, resumes, tests, exams, advertisements, selection for training, layoff, promotion, or demotion	1 year from date of record entry or personnel action; 2 years from date of separation recommended	5 years for hire date, separation date, and reason for separation.
EXCEPT – Records related to disabled employees and applicants for employment	2 years after record is made or personnel action occurred	No requirement
Requests for reasonable accommodations	1 year from date of record or personnel action	No requirement
Payroll / Wage records (including overtime, increases of and deductions from wages)	3 years	5 years
Employee handbooks	1 year; 3 years recommended	No requirement

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Supplementary payroll information (earnings records, wage rate tables, time schedules, billing records)	2 years	5 years. Such records also include payroll registers, check registers, cash disbursements journals, cancelled checks, and general ledgers.
EEO-1 Report	Keep a copy of the most recent report filed for each reporting unit	For 3 years, employers must keep records of the gender and racial classifications of employees, using the racial categories listed on the federal EEO-1 Report.
Leave policies	3 years	No requirement
Records relating to FMLA: leave requests, correspondence, leave, and any related disputes	3 years	No requirement
INS Form I-9	3 years after hire or 1 year after termination, whichever is later	No requirement
Tax Records, including tax returns, schedules, statements, W-4 forms, W-2 forms, W-2 forms returned as undeliverable	4 years from date tax is due or date of payment of tax, whichever is later	5 years
Safety Records generally	5 years following end of calendar year covered by these records	5 years following end of calendar year covered by these records
Training records related to health and safety	3 years	3 years
Records exposure to hazardous materials and blood-borne pathogens	30 years after exposure	30 years after exposure
Medical Records	Duration of employment plus 30 years; however, medical records of employees who work less than one year do not have to be retained beyond the	Duration of employment plus 30 years; however, medical records of employees who work less than one year do not have to be retained beyond the period of

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	period of employment	employment.
ERISA Benefit Plan Records	6 years from the filing date of the plan (indefinitely)	No requirement
Other benefit plans, seniority/merit system	1 year after plan no longer in effect	No requirement
Workers' compensation records	Maintain records of workplace injuries/illnesses for 5 years following end of calendar year covered by these records	Maintain records of workplace injuries/illnesses for 5 years following end of calendar year covered by these records
Unemployment compensation records	2 years from date of last entry (for records relating to contribution)	No requirement; maintain all payroll records for at least 5 years
Polygraph examination records	3 years	No requirement
All records related to claims, charges, or lawsuits filed against Company	Until final disposition of claim, including all appeals	Until final disposition of claim, including all appeals
Advertisement related to job openings, including employment agency job orders submitted	1 year	No requirement
Applications for employment	1 year	No requirement