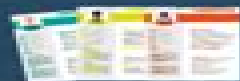


# **FEDERAL RECORD RETENTION PERIODS**

Healthcare providers have enough documentation to keep track of when it comes to patients and their medical records. But retaining employment related documents is equally important. Here are the common employment records that need to be maintained based on federal requirements.

## **HIRING RECORDS**

Including job applications, job advertisements / openings, resumes, failure to hire, employment tests, promotions, training programs, overtime work opportunities



1 year

## **PAYROLL**



Or other records containing name, address, date of birth, occupation, rate of pay, and weekly compensation

3 years

## **EMPLOYEE MEDICAL RECORDS**

Excludes a) health insurance claims records; b) first-aid records made onsite by a non-physician of one-time treatment and later observations that did not involve medical treatment; c) medical records of employees who have worked for less than 1 year if they are provided to the employee at end of employment



Duration of employment plus 30 years

## **LEAVE RECORDS**

Dates/hours of FMLA leave, notices, leave policies, records of any dispute regarding leave



3 years

## **BASIC EMPLOYMENT AND EARNING RECORDS**

Time cards, wage rate tables, work and time schedules, and records of additions to or deductions from wages



2 years

## **PERSONNEL RECORDS**



Including requests for reasonable accommodation, job applications, hiring, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship

1 year

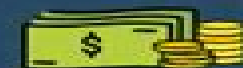


## **EMPLOYEE BENEFIT PLANS**

Including pension and insurance plans, seniority and merit systems and merit systems

1 year

## **PAYMENT RECORDS**



Any records relating to payment of wages, wage rates, job evaluations, job descriptions, merit or seniority systems, collective bargaining agreements, description of practices or other matters which describe or explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment

2 years

## **FORM 1-9**



Employment Eligibility Verification

3 years

## **EMPLOYEE EXPOSURE RECORDS**



30 years

## **OSHA 300 LOG**



Privacy case list (if any), annual summary, and OSHA 301 Incident Report forms

5 years

For more information view the blog article:  
<https://1sthcc.com/how-to-comply-with-federal-recordkeeping-requirements/>

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