

How Long to Keep Different Types of Employee Records

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<u>Document Type</u>	<u>Length to Keep</u>
Recruitment Files: Job Announcement Postings, Advertisements, Outreach Plans Other records for job recruitment	3 Calendar Years
Employment Applications: Not Hired Applications, resumes, supplemental materials including background checks	3 Calendar Years
Employee Personnel Files: evaluations, applications, background checks, work history,	3 years after they leave
Employee Personnel Files: summary of background Checks, employment start date, end date, position title(s) with dates in each position	4 years after they leave
Employee Personnel Files: abstracted/summarized payroll history (name, title, year, hours, and pay rate) [Spreadsheet of employees]	40 years
Employee Attendance & Leave Records: Time cards/sheets, attendance reports, absence reports, leave requests & authorizations	5 fiscal years
Employee Position Descriptions: formal Job descriptions	3 years after superseded
Employee Training Materials: record copy of manuals, Syllabi, textbooks, and other training aids	Archive after superseded
Employee Training Records: correspondence, reports Records of employee participation	5 years or when superseded
ADA Grievance Files: Complaints or filed grievances	5 years after grievance is settled
ADA Accommodation Requests: employee requests	

For reasonable accommodations

6 years after completion

W-4

Until superseded
Or 4 years after
Termination

I-9

3 years after employee
tenure