

HR RECORD KEEPING REQUIREMENTS

<u>Records To Be Retained</u>	<u>Period of Retention</u>
Accident/Illness Records - MIOSHA forms 300, 300A, 301	5 years following end of year to which they relate
Advertisements or notices to employees or public (ADEA) of job openings, promotions, trainings, or overtime	1 year
Applications for employment (Title VII, Civil Rights Act)	1 year from the date of the making of the record
Applications for positions known to be of a temporary nature	90 days
Certificates of Age (FLSA)	3 years
Collective Bargaining Agreement (FLSA)	3 years
Demotion Records (Title VII, Civil Rights Act)	1 year from date of making the record or taking the action involved, whichever occurs later.
Disciplinary Records (ADEA)	1 year
Disciplinary Records (MESA)	6 years if results in separation
Employment Contracts (FLSA)	3 years
Employee Benefit Plans (ERISA) (Pension, Profit Sharing, Welfare Benefit Plan Records)	6 years
Employment Eligibility - Verification form I-9 (Immigration Reform & Control Act of 1986)	3 years after date of hiring or 1 year after employment is terminated, whichever is later
EEO-1 Employer Information Report (Title VII, Civil Rights Act)	Copy of most recent report to be kept at all times at each reporting unit.
Family & Medical Leave Records (FMLA)	3 years
Garnishment Records & Wage Assignments (408 MCL 479 (3))	3 years
Grievance Records (ADEA)	1 year after active status
Grievance Records (MESA)	6 years if results in separation
Hiring Records (Title VII, Civil Rights Act)	1 year from date of making the record, or taking the action involved, whichever occurs later
Hiring Records (ADEA)	1 year from date of personnel action to which record relates.
Job Descriptions (FLSA)	2 years
Job Evaluations (FLSA)	2 years
Layoff Records (Title VII, Civil Rights Act)	1 year from date of making the record or taking the action involved, whichever occurs later
Occupational Exposure Records (OSHA)	30 years after termination
Payroll Records - Wages Paid (FLSA/ADEA)	3 years
Payroll Records - Wages Paid (MESA)	6 years
Payroll - Rates of Pay (Title VII, Civil Rights Act)	1 year from date of making the record or taking the action involved, whichever occurs later

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Payroll - Rates of Pay (ADEA)	3 years
Payroll - Rates of Pay (FLSA)	2 years
Performance Appraisal (FLSA)	2 years
Physical Examination (FLSA)	1 year from test date
Promotion Records (Title VII, Civil Rights)	1 year from date of making the record or taking the action involved, whichever occurs later
Resumes – Solicited (ADEA/Title VII, Civil Rights Act)	1 year
Sick Pay (IRS)	4 years
Tax Withholding Records (IRS)	4 years
Termination Records (ADEA/Title VII, Civil Rights Act)	1 year from date of termination