



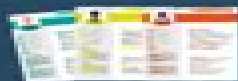
FEDERAL RECORD RETENTION PERIODS



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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Federal Records Retention Guide

Karin Nielsen-Saines



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