

# Dean & Fulkerson

ATTORNEYS AND COUNSELORS  
PROFESSIONAL CORPORATION

## SUMMARY OF RETENTION PERIODS

<b>Preemployment Records</b>	<b>Period of Retention</b>
Application Forms Resumes Job Advertisements or Notices Replies to Job Advertisements Letters and Other Records regarding Failure or Refusals to Hire Applications and Related Documents for Temporary Positions	1 year from date of personnel action <i>except</i> personnel records relevant to a charge of discrimination must be maintained until final disposition of the charge or action.
Documents required under New Immigration Law (e.g., Verification Forms)	3 years after the date of hiring or 1 year after individuals employment is terminated, whichever is later (except 3 years after date of referral for recruiters and referrers for a fee)
<b>Employee Records</b>	
General personnel or employee records	1 year from date of personnel action
Payroll records containing each employee's name, address, date of birth, occupation, rate of pay, and compensation earned per week	3 years
Supplementary payroll information including wage rate tables, work time schedules, records of additions to or deductions from wages paid and documentation of basis for payment of any wage differentials	2 years
<b>Employee Benefit Plans</b>	
Benefit plans such as pension and insurance plans, as well as copies of seniority and merit rating systems	Full period of plan and at least 1 year after its termination
Records providing basis for all required plan descriptions or reports, or those necessary to certify any information contained therein	Not less than 6 years after filing date of documents based on information contained therein
<b>Safety and Health Documents</b>	
Log and summary of occupational injuries and illnesses as well as supplementary records	5 years following the end of the year to which the records relate
Records of all medical examinations required by law	Duration of employment plus 30 years
Records of personal or environmental monitoring of exposure to hazardous materials	30 years