



Record Retention Schedule

1 Year	3 Years	7 Years	30+ Years
<p>EEO-1 Forms</p> <p>Correspondence and internal memo-routine</p> <p>Electronic Documents-routine</p>	<p>Affirmative Action Documents</p> <p>Applicant flow information</p> <p>Employee Terminations</p> <p>FLSA notices/certificates</p> <p>FMLA Leave of Absence Records (including records of any disputes regarding designation of leave as FMLA leave)</p> <p>USCIS Form I-9</p> <p>Job advertisements and internal job postings</p> <p>Job applications , resumes, or any other form of employment inquiry (including test papers completed by applicant)</p> <p>Medical records and documentation related to a leave granted under the FMLA</p> <p>Offer and hiring records</p> <p>Results of physical examination related to personnel decisions</p> <p>Records pertaining to the failure or refusal to hire any individual</p>	<p>Occupational injury records and logs</p> <p>Compensation records (including payroll, performance reviews, promotions, demotions, and transfers and other documents supporting reasons for compensation changes)</p> <p>Discrimination charges/complaints</p> <p>Leave of absence documentation</p> <p>Personnel file</p> <p>Personnel records including wage agreements regarding rate of pay, pay date, overtime rate, allowances, and deductions</p> <p>Wage garnishment orders</p> <p>Workers Compensation records</p> <p>Accounting and financial documents</p> <p>Contracts</p> <p>Grant awards/records</p> <p>Insurance records</p> <p>Tax records</p> <p>Programs and customer records</p>	<p>Certificates of age for all employees under the age of 18</p> <p>Employee exposure to toxic substances/summaries of accident reports</p> <p>Pension documents- Permanently</p> <p>Audit reports- Permanently</p> <p>Board meeting minutes- Permanently</p> <p>Corporate records/documents including articles of incorporation, bylaws, corporate filings and reports to the Department of State or the Attorney General's Office- Permanently</p> <p>Legal files and papers- Permanently</p> <p>Property records- Permanently</p> <p>Contribution records-restricted- Permanently</p>