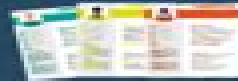


# **FEDERAL RECORD RETENTION PERIODS**

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**

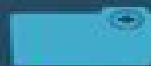
Dates/hours of FMLA leave, notices, leave policies, records of any dispute regarding leave



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

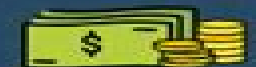


## **EMPLOYEE BENEFIT PLANS**

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/>

# Federal Records Retention Guide

**Michael Rajnik**



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### **Table of Contents Federal Records Retention Guide**

1. Understanding the eBook Federal Records Retention Guide
  - The Rise of Digital Reading Federal Records Retention Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Federal Records Retention Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Federal Records Retention Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Federal Records Retention Guide
  - Personalized Recommendations
  - Federal Records Retention Guide User Reviews and Ratings
  - Federal Records Retention Guide and Bestseller Lists
5. Accessing Federal Records Retention Guide Free and Paid eBooks

- Federal Records Retention Guide Public Domain eBooks
- Federal Records Retention Guide eBook Subscription Services
- Federal Records Retention Guide Budget-Friendly Options
- 6. Navigating Federal Records Retention Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Federal Records Retention Guide Compatibility with Devices
  - Federal Records Retention Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Federal Records Retention Guide
  - Highlighting and Note-Taking Federal Records Retention Guide
  - Interactive Elements Federal Records Retention Guide
- 8. Staying Engaged with Federal Records Retention Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Federal Records Retention Guide
- 9. Balancing eBooks and Physical Books Federal Records Retention Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Federal Records Retention Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Federal Records Retention Guide
  - Setting Reading Goals Federal Records Retention Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Federal Records Retention Guide
  - Fact-Checking eBook Content of Federal Records Retention Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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