

## HUMAN RESOURCES RECORD-KEEPING CHART\*

As part of *Regulatory Risk Monitor's* ongoing effort to offer you documents to help make your job easier, we have included this record-keeping chart so you know how long to retain your bank employee records. This chart was developed for *Regulatory Risk Monitor* by Debra Cohen, a consultant at the Human Resource Group, Atlanta, Ga. (770-642-1939 or [humanresourcegrp@mindspring.com](mailto:humanresourcegrp@mindspring.com)).

### One-Year Retention Period

Job Applications (not hired)	EEO Records
Job Advertisements	Offers or Hiring Records

### Two-Year Retention Period

Promotions/Transfers/ Demotions
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### Three-Year Retention Period

Employment Applications Personal Information	Original Resume Offer Letters		
Employee Wage Records Response		Reference	Check
Tax Forms		Pre-employment Test Scores	
Commission and Bonus Records		Commendation Letters	
Garnishment and other Wage Information		Disciplinary Actions	
Resignation and Termination Information disputes		Records of Employee	
FMLA Records			

I-9: Three years after the individual begins work or one year after they are terminated, whichever is later.

Medical records: Three years after employment is terminated. If the individual is exposed to toxic substances, then they need to be maintained 30 year after exposure.

### Five-Year Retention Period

Records and logs of injury

\* Information based on federal requirements which do change from time to time as new laws come into effect. Each state also has its own requirements with respect to record retention, which vary from state to state.