

PERSONNEL RECORDS RETENTION GUIDELINES

TYPE OF RECORD	# of YEARS
Benefits Plans	1 After termination
COBRA	1
Collective Bargaining Agreements	3
Drug Test Results	5
Employment Contracts	3
ERISA Plans	6
Evaluations	3
FMLA Documents	3 yrs after leave ends
I-9 Forms	5
Job Advertisements	1
Job Applications	1
Job orders to employment agencies	1
OSHA	5
OSHA - exams and records relating to employee exposure	2
Payroll Records	4
Polygraph Tests	3
Records re: Discrimination	until final disposition
Requests for Reasonable Accommodation	1
Results of Physicals	1
Screening Tests	1
Solicited Resumes	1
Termination Records	1
Unemployment Documentation	4
Unsolicited Resumes	not required