

Record Retention Policy Template

1. Purpose:

The purpose of this record retention policy is to establish guidelines for the retention and disposal of employee records in compliance with legal requirements and best practices.

2. Scope:

This policy applies to all employee records, including but not limited to personnel files, payroll records, performance evaluations, and benefits information.

3. Retention Periods:

- Personnel Files: Retain for a minimum of [X] years after the employee's termination date.
- Payroll Records: Retain for a minimum of [X] years after the end of the calendar year in which the records were created.
- Performance Evaluations: Retain for a minimum of [X] years after the evaluation date.
- Benefits Information: Retain for a minimum of [X] years after the employee's termination date.

4. Disposal:

Employee records should be disposed of in a secure manner to protect sensitive information. Shredding or electronic deletion should be used for paper and electronic records, respectively.

5. Access:

Access to employee records should be restricted to authorized personnel only. Employees have the right to request access to their own records in accordance with applicable laws.

6. Compliance:

HR and hiring professionals are responsible for ensuring compliance with this record retention policy. Failure to comply may result in legal consequences for the organization.

Sources:

- Society for Human Resource Management (SHRM): <https://www.shrm.org/>
- U.S. Department of Labor: <https://www.dol.gov/>