

Record Keeping Guide Sheet

Length of Time	Type of Record	Relevant Statute
5 years	<ul style="list-style-type: none"> • Record of serious work-related illness & injuries 	<ul style="list-style-type: none"> • Occupational Safety & Health Act
3 years	<ul style="list-style-type: none"> • Payroll records, collective bargaining agreements, sales and purchases records • Earnings, hours worked, time ‘offered’ but ‘refused’ for H-2A workers • I-9 forms (or 1 year after termination) 	<ul style="list-style-type: none"> • Fair Labor Standards Act & Age Discrimination in Employment Act of 1967 • Immigration & Nationality Act of 1952 • Immigration Control Reform Act of 1986
2 years	<ul style="list-style-type: none"> • Records used to compute wages (e.g. time cards, work schedules and wage rates) • Youth Employment Records (work certificates, name, address, age of child, times worked each day) 	<ul style="list-style-type: none"> • Fair Labor Standards Act • Missouri’s Child Labor Law (Ch. 294)
1 year	<ul style="list-style-type: none"> • All personnel or employment records • Any employee benefit plan (e.g. pension or insurance plans); written seniority plan; or merit system after termination. 	<ul style="list-style-type: none"> • Equal Employment Opportunity Commission • Age Discrimination in Employment Act of 1967