# Employer Recordkeeping Guide

This playbook outlines the essential steps for employers to maintain appropriate employee records and adhere to the legal requirements for record retention.

## Step 1: **Understand Laws**

Research and understand the federal, state, and local laws pertaining to employee record retention. Different types of records may have different retention requirements.

## Step 2: **Categorize Records**

Classify employee records into categories such as payroll, tax, performance, medical, and hiring documents. This will streamline the retention and retrieval process.

## Step 3: **Retention Schedule**

Develop a record retention schedule that details how long each type of record must be kept. This schedule should comply with the legal guidelines discovered in step one.

## Step 4: **Secure Storage**

Implement secure storage solutions for physical and digital records. Ensure that confidential information is properly protected with adequate security measures.

## Step 5: **Regular Audits**

Schedule and conduct regular audits of your records to make sure that retention schedules are being adhered to and that outdated records are disposed of appropriately.

## Step 6: **Train Staff**

Train your staff on proper recordkeeping procedures and the importance of compliance with the record retention schedule.

## Step 7: **Dispose Properly**

Set up protocols for the secure destruction of records that have met their retention requirements, making sure that confidential information is disposed of in a safe and compliant manner.

# **General Notes**

## Documentation

Keep documentation of record retention policies and audit results to show compliance with legal requirements in the event of an audit or litigation.

## Update Policies

Regularly review and update your recordkeeping practices and policies to ensure ongoing compliance with current laws and best practices.

## Electronic Systems

Consider using electronic records systems that can automate retention and deletion schedules for efficiency and improved compliance.