

THE GUIDANCE CENTER

Section I Organizational and Administrative Information
 I.L Retention of Records
 I.L.3 Retention of Records – Personnel

PERSONNEL RECORDS	LENGTH OF RETENTION
Applications – Non-Hired	2 years
Payroll Timesheets.....	2 years after termination
Benefit programs.....	2 years
Earnings records.....	Permanent
Withholding – Federal/State Income Tax.....	Permanent
Withholding – F.I.C.A.	Permanent
Withholding – F.U.T.A. Taxes.....	Permanent
Personnel policies and procedures.....	Permanent
Pension program.....	Permanent
O.S.H.A. (occupational injuries and illness).....	5 years
Job classifications	Permanent
Unemployment compensation claims and reports.....	5 years
Employee Personnel Files	Permanent

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