



ADMINISTRATIVE RULES OF MONTANA



2.21.6617 EMPLOYEE PERSONNEL RECORDS RETENTION

- (1) The Montana Secretary of State's Records and Information Management Division maintains a records retention schedule for payroll and personnel records. Most employee personnel records must be kept in the employer's office for three years after an employee terminates employment. The records must then be transferred to the state records center or retained within the agency for seven additional years. Some personnel records have different retention requirements, which are listed in the schedule.
- (2) The GS5 payroll and personnel records schedule may be accessed via the Secretary of State's web site.

Authorizing statute(s): 2-18-102, MCA

Implementing statute(s): 2-18-102, MCA

History: NEW, 2010 MAR p. 1070, Eff. 4/30/10.