

0732 Information for Determining Employee Benefits

Description: Records pertaining to each employee "sufficient to determine the benefits due or which may become due" to such employees.

Examples: Records regarding dates of employment, leaves of absences and payroll and compensation records.

Retention Period: **Retain for as long employee may make claim for benefit under the benefit plan, generally the life of the plan plus 7 years, and then securely destroy.**

Authority: 29 U.S.C. § 1059 (a) (1)