State Record Retention Requirements – MT



MONTANA

Wage and Hour

All employers must keep the following information each employee that is subject to the Montana Minimum Wage Law, including the overtime pay provisions, and must maintain the following records for a minimum of 3 years: name, social security number, home address, date of birth, sex, occupation, time of day and day of week worker's workweek begins, regular hourly rate of pay and length of pay period, hours worked for each workday and total hours worked each workweek, total daily or weekly straight-time earnings, total weekly overtime compensation, total additions to , or deductions from earnings, total wages paid each pay period, date of payment and pay period covered by payment.

Worker Injuries, Health, and Safety:

No requirements

Other Employment Records:

Generally, the Montana statutes of limitations on most employment suits range between 1 and 3 years. It is a good practice to retain all employment files for a minimum of 5 years after a termination, and then only destroy the documentation according to a written records retention policy.

Does your state give employees a legal right to examine their own personnel files?

Employees' Rights:

No statutory right

Former Employees' Rights:

No statutory right

Covered Employers

Citation to Authority- Click link to view:

Admin R. Mont. 24.16.61 Records to be kept by employer