

# State Record Retention Requirements – NE



## NEBRASKA

### Wage and Hour

No requirements

### Worker Injuries, Health, and Safety:

No requirements

### Other Employment Records:

Nebraska employers are advised to retain all employment records and personnel file documentation for 7 years. The longest Nebraska statute of limitation for an employment-related claim is 5 years. Nebraska employers are thus advised to retain all such records for at least 6 years for Nebraska employment claims purposes. Additionally, the Internal Revenue Service has in some instances requested employment-related records from Nebraska employers dating back 7 years.

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

#### Employees' Rights:

Personnel files are the property of the employer, but Nebraska law requires that every school board maintain a policy regarding personnel files, and any teacher, administrator, or full time employee of any public school district must have access to their personnel files and have the right to attach written responses to their files.

#### Former Employees' Rights:

No statutory right

#### Covered Employers

Public school districts

#### Citation to Authority – Click on link to view statute:

Neb. Rev. Stat. § 79-8,109  
administrator, or full-time employee;

Teacher,