State Record Retention Requirements – TN



TENNESSEE

Wage and Hour

No requirements

Worker Injuries, Health, and Safety:

No requirements

Other Employment Records:

An employer must require an employee to submit to reasonable-suspicion drug or alcohol testing. A written record shall be made of the observations leading to a controlled substance reasonable suspicion test within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept confidential by the covered employer and shall be retained by the covered employer for at least one year.

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

Employees' Rights:

State employees are allowed access at any reasonable time to their personnel files. They are entitled to copy their files at their own expense. There are no comparable laws for other governmental or private-sector employees.

Former Employees' Rights:

Statute limited to current employees.

Covered Employers

State government

Citation to Authority – Click link, click agree and enter statute number in search to view:

TCA § 50-9-106	**Required drug/alcohol tests**

TCA § 50-9-109	**Confidentiality of records — drug tests**
TCA § 8-50-108	**Access to personnel files — state employees**