State Record Retention Requirements – WA



WASHINGTON

Wage and Hour

Employers must keep wage and hour records, including the workers' total gross pay period earnings, for four years.

Worker Injuries, Health, and Safety:

No requirements

Other Employment Records:

Child labor records (proof of age, name address, telephone number, hours, rest periods, job duties, parental authorization, school authorization) must be kept for three years after termination.

DOES YOUR STATE GIVE EMPLOYEES A LEGAL RIGHT TO EXAMINE THEIR OWN PERSONNEL FILES?

Employees' Rights:

Annually, employers must let employee inspect any or all of their personnel files upon the employee's request. Employees also may ask their employers to review all information in their files annually to determine whether any information is wrong or irrelevant and to have such information removed. Employees who disagree with the employer's determination may place a statement in the files with their own suggested corrections. Former employees may retain a right of rebuttal or correction for up to two years. The statutes don't explicitly allow employees to copy documents.

Former Employees' Rights:

Former employees may review their own personnel files, but they retain the right to request corrections for only two years after the termination of employment.

Covered Employers

All employers

Citation to authority – Click link to view statute:

WAC 192-310-050 Wage and hour

WAC 296-125-0275 Other employment records

RCW § 49.12.250 Personnel files — Employees’ rights