State Record Retention Requirements – WY



WYOMING

Wage and Hour

Daily time records must be kept for all employees under state unemployment law for at least 4 years. Minimum wage law records must be retained for non-exempt employees for at least 2 years.

Other Employment Records:

For all employees under the age of 16, employers must keep records showing that the employees are of proper working age (14 or 15). The records must be available for inspection by any official charged with enforcement of the child labor laws.

Worker Injuries, Health, and Safety:

Employers must maintain, and provide access to, employee exposure and medical records for all employees exposed to toxic substances or harmful physical agents in the workplace.

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

Citations to Authority – Click link; scroll to specific statute:

Wyo. Stat. § 27-3-502	Daily time records
Wyo. Stat. § 27-4-201	Definitions
Wyo. Stat § 27-4-203	Record of work
Wyo. Stat § 27-6-107	Minors; Proof of age
Wyo. Stat § 27-6-108	Minors; proof of age – inspection of records

Wyo. Stat 27-11-101 et seq.	Health and Safety
CPL 02-00-135	OSHA Record-keeping Policies/Procedures Manual
Wyo. Regs., Chapter 3	Employee exposure/medical records