State Records Retention Requirements – LA



LOUISIANA

Wage and Hour

Every employer shall keep a true and accurate record of the name, address, and occupation of each person employed by him and of the daily and weekly hours worked by and the wages paid each pay period to the employee. These records shall be kept on file for at least 1 year after the date of the record.

Worker Injuries, Health, and Safety:

Every employer with more than 10 employees who is subject to recordkeeping by OSHA (29 USC 6565) within 90 days of any occupational death of an employee, any non-fatal occupational injury involving loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment other than first aid, send to the records management section eh following information: employer's name, employee's name, employee's occupation, a description of employee's duties, a description of employee's workplace, date of death, injury, or onset of illness, a description of the accident or occurrence resulting in death, injury, or illness, and the number of workdays lost of days or restricted activity involving the employee and resulting from the accident, occurrence, or illness.

Other Employment Records:

Every person employing minors shall procure and keep on file an employment certificate for each minor, except for minors employed in approved federally funded youth training programs. Such certificates shall be accessible on the job site, or in the immediate area of the work location, at all times.

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

Employees' Rights:

School employees must be allowed access to their personnel files.

Former Employees' Rights:

No statutory right

Covered Employers

Parish and city school systems.

Citation to Authority – Click link to view statute:

La. Rev. Stat. Ann. 23:14	Wage and Hour
La. Rev. Stat. Ann. 23:1292	Workers' Compensation
La. Rev. Stat. Ann. 23:182	Other employment records