State Records Retention Requirements – MO



MISSOURI

Wage and Hour

Under the Missouri Minimum Wage Law, all payroll documents indicating the employee's name, address, occupation, rate of pay, amount of pay for each pay period, hours worked each day and each workweek, and any goods and services provided by the employer to the employee must be retained for 3 years. Under the Missouri Prevailing Wage Law, which applies to contractors, subcontractors, or any officer of a public body in charge of a project, payroll documents must include: name, occupation, actual wages paid, and hours worked.

Worker Injuries, Health, and Safety:

No requirements

Other Employment Records:

- Hiring/firing: Under the Missouri Human Rights Act, documents related to application, hiring, promotion, demotion, transfer, layoff or termination, rates of pay, and selection for training or apprenticeship must be kept for 1 year. All records relevant to a discrimination charge must be retained until final disposition.
- Driving records: Employee driving records must be kept for 3 years.
- Employee contracts: All contracts, offers and acceptances of employment, receipt of employee handbooks acknowledging at-will employment, non-competition, non-solicitation, proprietary rights agreements, and other similar documents must be kept for at least 6 years after the employee's termination.
- Child labor: Under the Missouri Child Labor law, work permits for minors under age 16 must be retained through the minor's employment.

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

Covered Employers

Citation to Authority – Click link to view statute:

Mo. Code Regs, 8 CSR 60-3.010 Preservation of Records