



## FLSA Record Retention

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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**Reference Number:** MTAS-2102

The act requires employers “to preserve, for at least three years, payroll records; certificates, agreements, plans, and notices (all written) including collective bargaining agreements and individual contracts; and sales and purchase records.” 29 C.F.R. § 516.5(b). The act also requires employers “to preserve, for at least two years, basic employment and earnings records; wage rate tables; order, shipping and billing records; and records of additions to or deductions from wages paid.” 29 C.F.R. § 516.6(a).

The regulations require each employer “to keep the required records in a safe and accessible location at the place or places of employment available for inspection.” 29 C.F.R. § 516.7(a). Additionally, “every employer employing workers subject to the FLSA must post, and keep posted, a notice explaining the requirements of the FLSA.” 29 C.F.R. § 516.4. The notice must be posted in a conspicuous place in every establishment where such employees work.

MTAS has created a personnel records retention schedule [1] for some common documents. For additional information, see the Records Retention [2] section of MORE.

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### Links:

[1] <https://www.mtas.tennessee.edu/reference/Personnel>

[2] <https://www.mtas.tennessee.edu/reference/retention-schedules>

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