

## Newsletter

### *New terms of storage for HR documents*

February 19th, 2020

Dear Ladies and Gentlemen,

As of February 18th, 2020, the law established new terms of storage for HR documents.

The following storage terms are extended as follows:

- vacation schedules - 3 years (instead of 1 year),
- record books, registers, record cards, vacation databases - 5 years (instead of 3 years).

At the same time, some other storage terms are reduced as follows:

- documents relating to disciplinary actions – 3 years (instead of 5 years);
- applications for the need of foreign employees - 1 year (instead of 5 years);
- documents on working conditions and measures to improve working conditions and Health & Safety of the organization - 5 years (instead of permanent storage);

- record books, registers, industrial accident databases, accident records - 45 years (instead of permanent storage).

The term of storage of certain documents (e.g., employment contracts, documents relating to employment and dismissal) will depend on the moment of the paperwork finalization: if it was finished by January 1, 2003, then such documents shall be preserved for 75 years; if later than that date: for 50 years.

Additionally, the storage terms have been also set for the following new types of documents:

- notifications, warnings given to employees – 3 years;
- applications of employees for the issuance of employment documents – 1 year;
- record books, registers of instructions on Health & Safety – 45 years.

We hope that the information provided herein will be useful for you. If any of your colleagues would also like to receive our newsletters, please let us know by sending us his/her email address in response to this message. If you would like to learn more about our [Labour and Employment Practice](#), please let us know in reply to this email. We will be glad to provide you with our materials.

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If you have any questions, please, do not hesitate to contact ALRUD Partner



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Sincerely,  
ALRUD Law Firm