



HR Record Retention Requirements – Argentina

Note: The statute of limitations for employment claims is two years. Documents should only be retained beyond this period if there is a business reason that would support a longer retention period.

Argentina			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	Minimum 2 years	From end of agreement	Labour Contract Law, No. 20744, Art. 256
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	Minimum 2 years	From end of agreement	Labour Contract Law, No. 20744, Art. 256
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	Minimum 2 years	From end of agreement	Labour Contract Law, No. 20744, Art. 256
Data and personnel files	Minimum 2 years	From end of agreement	Labour Contract Law, No. 20744, Art. 256
Government verification records (work papers, immigration, eligibility to work, etc.)	-	-	-
Collective bargaining/union	Minimum 2 years	From end of agreement	Labour Contract Law, No. 20744, Art. 256
Background checks and drug tests	-	-	-
Acknowledgements, policy agreements and required notices	Minimum 2 years	From end of agreement	Labour Contract Law, No. 20744, Art. 256



DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS (continued)			
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	Minimum 2 years	From end of agreement	No legal requirement
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	Minimum 2 years	From end of agreement	No legal requirement
BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	Minimum 2 years	From end of benefit obligation	Labour Contract Law, No. 20744
Pension and retirement records	Social security related records: Minimum 10 years	After end of obligation	Restructuring of the National Institute of Social Protection, Law No. 14236, Art. 16
Equity records	Minimum 2 years	From end of benefit obligation	Labour Contract Law, No. 20744
PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	Social security related records: Minimum 10 years	After end of obligation	Restructuring of the National Institute of Social Protection, Law No. 14236, Art. 16
Tax records	Minimum 10 years	From date of filing	Administración Federal de Ingresos Públicos

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DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	-	-	-
Injury and illness incident reports	Minimum 2 years	From determination of incapacity or death	Labour Contract Law, No. 20744, Art. 258 and 274
Medical records	-	-	-
Hazardous material and other exposure records	Minimum 10 years	From end of employment	Law of Work Risks, No. 24557, Art. 44

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