



## HR Record Retention Requirements – Greece

Greece			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>EMPLOYMENT RECORDS</b>			
Contracts (new hire agreements, severance, etc.)	Minimum 5 years (by statute, minimum 2 years from expiration of contract)	From termination	Law 3762/2009, Art. 7, Civil Code, Art. 250 (claims limit)
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	10 years	From registration into ERGANI II	Article 2A par. 7 of 49758/2022 Ministerial Decision regarding the implementation of the Digital Job Card System.
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	Minimum 5 years	From termination	Civil Code, Art. 250 (claims limit)
Data and personnel files	Minimum 5 years	From termination	Civil Code, Art. 250 (claims limit)
Government verification records (work papers, immigration, eligibility to work, etc.)	Minimum 5 years	From termination	Civil Code, Art. 250 (claims limit)
Collective bargaining/union	Minimum 5 years	From termination	Civil Code, Art. 250 (claims limit)
Background checks and drug tests	Minimum 5 years	From termination	Civil Code, Art. 250 (claims limit)
Acknowledgements, policy agreements and required notices	Minimum 5 years	From termination	Civil Code, Art. 250 (claims limit)
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	Minimum 5 years	From termination	N/A, Best practice

# UKG HR COMPLIANCE ASSIST

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>EMPLOYMENT RECORDS (continued)</b>			
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	Varies, generally 15 days, 30 days in case of incident, other periods may apply dependent on legal basis	From recording	Depends on legal basis; Directive 1/2011, Art. 8; Law 4624/2019
Special overtime records	Minimum 5 years	From the end of year establishing the relevant claim	Presidential Decree 515/1970
Records related to illegal work during week leave (Sunday)	Minimum 20 years	From the end of year establishing the relevant claim	Civil Code, Art. 904
<b>BENEFIT/PENSION/EQUITY RECORDS</b>			
Benefits (plan documents, enrollment records)	General: Minimum 5 years		Civil Code, Art. 250 (claims limit)
	Salary records related to non-payment of Social Security contributions: Minimum 10 years	From termination	Law 4387/2016, Art. 95 (claims limit on social security contributions)
Pension and retirement records	Maximum 10 years	From the first day of the following year during which the insurable work or service was performed	Law 4387/2016, Art. 95 para 1; Clarified by recent case law that the constitutional principles of proportionality and legal certainty set the limitation period to 10 years
Equity records	Minimum 5 years	From termination	Civil Code, Art. 250 (claims limit)
<b>PAYROLL/WAGE/TAX RECORDS</b>			
Payroll and wage data (payslips, etc.)	General: Minimum 5-10 years  Salary records related to non-payment of Social Security contributions: Minimum 20 years	From end of year to which record relate	Civil Code, Art. 250 (claims limit), Law 4387/2016, Art. 95 (claims limit on social security contributions); Clarified by recent case law that the constitutional principles of proportionality and legal certainty set the limitation period to 10 years.

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DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>PAYROLL/WAGE/TAX RECORDS (continued)</b>			
Tax records	Minimum: 5 years  Maximum (in cases of tax avoidance): 20 years	From end of year to which record relate	Greek Accounting Standards (Law 4308/2014)
<b>MEDICAL/SAFETY/LEAVE RECORDS</b>			
Leave (family, medical, etc.)	Minimum 5 years	From the end of year to which record relate	Annual leave subject to the provision of Civil Code, Art. 250 (claims limit)
Injury and illness incident reports	Minimum 5 years	From the end of year to which record relate	Law 551/1915 as amended an in force
Medical records	Minimum 5 - 20 years	From the end of year to which record relate	Depends on legal basis, e.g. medical insurance plan
Hazardous material and other exposure records	Minimum 20 years (e.g. optical radiation exposure records)	From last date of exposure	Health and Safety Code, Presidential Decree No. 82, Minimum health and safety requirements concerning workers' exposure to risks derived from natural agents (technical optical exposure). (Section III, Art. 8)

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