



HR Record Retention Requirements – Israel

ISRAEL			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	No legal minimum or maximum, common best practice is 7 years after employment ends	From end of employment	Best practice based on general limitation period for most civil claims
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	No legal minimum or maximum, common best practice is 7 years after employment ends;	Equal employment opportunity claim: From date cause of action was created;	Best practice based on general limitation period for most civil claims; The Equal Employment Opportunity Law, 1988, Art. 14; Equal Pay for Male and Female Employees Law, 1996, Art. 7A; Annual Leave Law, 1951, Art. 26; Employment of Women Law, 1954, Art. 11
	Claims relating to equal employment opportunity have a limitation period of 3 years; Claims relating to equal pay have a limitation period of 5 years	Equal pay related claims: From last date of payment	
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	No legal minimum or maximum, common best practice is 7 years after employment ends;	Equal employment opportunity claim: From date cause of action was created;	Best practice based on general limitation period for most civil claims; The Equal Employment Opportunity Law, 1988, Art. 14; Equal Pay for Male and Female Employees Law, 1996, Art. 7A
	Claims relating to equal employment opportunity have a limitation period of 3 years; Claims relating to equal pay have a limitation period of 5 years	Equal pay related claims: From last date of payment	
Data and personnel files	No legal minimum or maximum, common best practice is 7 years after employment ends	From end of employment	Best practice based on general limitation period for most civil claims

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EMPLOYMENT RECORDS (continued)			
Government verification records (work papers, immigration, eligibility to work, etc.)	<p>General: No legal minimum or maximum, common best practice is 7 years after employment ends;</p> <p>Foreign employee records: Generally required to maintain information regarding employee working terms (ex., hours log, employment agreement, address, medical insurance, salary log) at the workplace for previous 3 months. General best practice to retain data (including relevant work visa data) until 7 years after employment ends for evidential purposes</p>	From end of employment	Best practice based on general limitation period for most civil claims; The Foreign Workers Law, 1991
Collective bargaining/union	No legal minimum or maximum, common best practice is 7 years after trigger event, such as the end of contract	From date of triggering event	Best practice based on general limitation period for most civil claims
Background checks and drug tests	No legal minimum or maximum, common best practice is 7 years	From end of employment	Best practice based on general limitation period for most civil claims
Acknowledgements, policy agreements and required notices	No legal minimum or maximum, common best practice is 7 years	From end of employment	Best practice based on general limitation period for most civil claims
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	No legal minimum or maximum, common best practice is 7 years	From end of employment or end of unsuccessful recruitment process	Best practice based on general limitation period for most civil claims; Guideline 2/2012 of the Protection of Privacy Authority, The Application of the Provisions of the Privacy Law on Processes for Screening Applications for Employment Purposes and the Activities of Screening and Sorting Agencies
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	No legal minimum or maximum. If tracking/records contains personal information, only retain for period necessary to fulfill the purpose for which the information was collected and/or for the purpose(s) of securing employer's legitimate interests (ex., defending against future legal proceeding)	N/A	Best practice based on position of Israeli Data Protection Authority

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BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	<p>No legal minimum or maximum, common best practice is 7 years after employment ends;</p> <p>Claims relating to equal employment opportunity have a limitation period of 3 years; Claims relating to equal pay have a limitation period of 5 years</p>	<p>Equal employment opportunity claim: From date cause of action was created;</p> <p>Equal pay related claims: From last date of payment</p>	<p>Best practice based on general limitation period for most civil claims; The Equal Employment Opportunity Law, 1988, Art. 14; Equal Pay for Male and Female Employees Law, 1996, Art. 7A</p>
Pension and retirement records	<p>No legal minimum or maximum, common best practice is 7 years after employment ends;</p> <p>Claims relating to equal employment opportunity have a limitation period of 3 years; Claims relating to equal pay have a limitation period of 5 years</p>	<p>Equal employment opportunity claim: From date cause of action was created;</p> <p>Equal pay related claims: From last date of payment</p>	<p>Best practice based on general limitation period for most civil claims; The Equal Employment Opportunity Law, 1988, Art. 14; Equal Pay for Male and Female Employees Law, 1996, Art. 7A</p>
Equity records	<p>No legal minimum or maximum, common best practice is 7 years after employment ends;</p> <p>Claims relating to equal employment opportunity have a limitation period of 3 years; Claims relating to equal pay have a limitation period of 5 years</p>	<p>Equal employment opportunity claim: From date cause of action was created;</p> <p>Equal pay related claims: From last date of payment</p>	<p>Best practice based on general limitation period for most civil claims; The Equal Employment Opportunity Law, 1988, Art. 14; Equal Pay for Male and Female Employees Law, 1996, Art. 7A</p>
PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	General: Minimum 6 years (Minimum 10 years for tax evasion)	From end of tax year	Income Tax Ordinance, Art. 225
Tax records	General: Minimum 6 years (Minimum 10 years for tax evasion)	From end of tax year	Income Tax Ordinance, Art. 225

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MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	No legal minimum or maximum, common best practice is 7 years after employment ends	From end of employment	Best practice based on general limitation period for most civil claims
Injury and illness incident reports	No legal minimum or maximum, common best practice is 7 years after employment ends	From end of employment	Best practice based on general limitation period for most civil claims
Medical records	No legal minimum or maximum, common best practice is 7 years after employment ends	From end of employment	Best practice based on general limitation period for most civil claims
Hazardous material and other exposure records	Toxin Registry (for toxins permit owners): Minimum 3 years	From date of last record	Hazardous Substances Law, 1993, Art. 5(h)

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