



HR Record Retention Requirements – New Zealand

NEW ZEALAND			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	Employment agreements: Minimum 6 years, general best practice is to retain for 6 years or 2 years after termination (whichever is earlier)	From date of record	Employment Relations Act 2000, Secs. 4B and 64
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 130-2 and Sec. 224; Wages Protection Act 1983, Sec. 11-2
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 142
Data and personnel files	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 142
Government verification records (work papers, immigration, eligibility to work, etc.)	Minimum 6 years or, the date of validity of the record plus a minimum of 2 years	From date of record	Employment Relations Act 2000, Sec. 20; Holidays Act, Sec.81

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DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS (continued)			
Background checks and drug tests	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 20; Holidays Act, Sec.81
Acknowledgements, policy agreements and required notices	Minimum 6 years	From date of record	Employment Relations Act 2000, Art. 142
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 20; Holidays Act, Sec.81
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 20; Holidays Act, Sec.81
Record of strikes and lockouts	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 20; Holidays Act, Sec.81
BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 20; Holidays Act, Sec.81
Pension and retirement records	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 20; Holidays Act, Sec.81
Equity records	Minimum 6 years	From date of record	Employment Relations Act 2000, Sec. 20; Holidays Act, Sec.81

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PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	Minimum 7 years	From end of tax year to which record relates	Tax Administration Act 1994, Secs. 22-24; Wages Protection Act 1983, Sec. 11-2
Tax records	Minimum 7 years	From end of tax year to which record relates	Tax Administration Act 1994, Secs. 22-24
KiwiSaver and superannuation records	Minimum 7 years	From end of tax year to which record relates	Tax Administration Act 1994, Secs. 22-24; Wages Protection Act 1983, Sec. 11-2
MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	Minimum 6 years (including holiday and leave records)	From date of record	Employment Relations Act 2000, Sec. 142; Holidays Act 2003, Sec. 81-4
Injury and illness incident reports	Work-related personal injury claim files: Minimum 10 years; Records of first-aid provided to mine workers who are seriously injured on job: Minimum 7 years	Work-related personal injury claim files: After last date of action recorded on claim; Records of first-aid provided to mine workers who are seriously injured on job: From date of incident	Accident Compensation Act 2001; Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016, Sec. 129
Medical records	Health monitoring records relating to asbestos-related disease: Minimum 40 years; Other health monitoring records: 30 years	From date of record	Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, Sec. 42

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DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
MEDICAL/SAFETY/LEAVE RECORDS (continued)			
Hazardous material and other exposure records	Mine hazard exposure with delayed effect: Hazard exposure records that are known to have a cumulative or delayed effect: minimum 30 years;	Mine hazard exposure with delayed effect: From date record was made;	Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016, Sec. 127-4; Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, Sec. 32-2
	Other mine hazard exposure records: minimum 7 years;	Other mine hazard exposure records: From date record was made and after end of work at mining operation;	
	Health monitoring records relating to asbestos-related exposure: Minimum 40 years;	Health monitoring records relating to asbestos-related exposure: From date record was made;	
	Other health exposure: 30 years	Other health exposure: From date record was made	

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