



HR Record Retention Requirements – Singapore

SINGAPORE			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	Minimum 6 years; Maximum 7 years (unless legal action)	From termination	Limitation Act 1959; Best Practice based on Personal Data Protection Act (Sec. 25)
Time records (work hours, rest periods, vacation/sick/ holiday, etc.)	Minimum: Active employees - Minimum 2 years (must maintain last 2 years of records), Terminated employees - Minimum 1 year (must retain last 2 years of records); Maximum: 7 years (unless legal action)	Minimum: Active employees - From creation of record, Terminated employees - From termination; Maximum: From termination	Employment Act 1968; Limitation Act 1959; Best Practice based on Personal Data Protection Act (Sec. 25)
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	Minimum 6 years; Maximum 7 years (unless legal action)	From termination	Limitation Act 1959; Best Practice based on Personal Data Protection Act (Sec. 25)
Data and personnel files	<p>If record on employee's:</p> <p>1) personal info. consisting of— (a) name as specified on the employee's identity card, work pass or passport; (b) current address (residence); (c) date of birth; (d) gender; and (e) identity card number or foreign identification number</p> <p>2) First day of period of continuous employment</p> <p>3) Last day of period of continuous employment (if applicable); For the above: Active employee min.: Duration of employment; Terminated employee min.: 1 year (must retain last two yrs. of records),</p> <p>For other data: Active employee min.: 2 years (must maintain last 2 years of records) Terminated employee min.: 1 year (must retain last two yrs. of records);</p> <p>Maximum 7 years (unless legal action)</p>	<p>Minimum: Active employees - From creation of record, Terminated employees - From termination;</p> <p>Maximum: From termination</p>	<p>Employment Act 1968; Limitation Act 1959; Best Practice based on Personal Data Protection Act (Sec. 25)</p>

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EMPLOYMENT RECORDS (continued)			
Government verification records (work papers, immigration, eligibility to work, etc.)	Retain only as long as necessary to satisfy original purpose of collection. Do not keep original passports	From date of collection	Best Practice based on Personal Data Protection Act (Sec. 25); Passports Act 2007
Collective bargaining/union	Retain only as long as necessary to satisfy original purpose of collection	From date of agreement	Best Practice based on Personal Data Protection Act (Sec. 25)
Background checks and drug tests	Retain only as long as necessary to satisfy original purpose of collection	From date of check/test	Best Practice based on Personal Data Protection Act (Sec. 25)
Acknowledgements, policy agreements and required notices	Retain only as long as necessary to satisfy original purpose of collection	From date of acknowledgment or notice	Best Practice based on Personal Data Protection Act (Sec. 25)
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	<p>Applicant who is not hired: Retain only as long as necessary for purposes;</p> <p>Applicants who are hired: Retain interview and job offer records minimum of one year, in case a complaint of discriminatory hiring is made (note: this is not a legal requirement)</p>	From creation of record	Best Practice based on Personal Data Protection Act (Sec. 25)
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	Retain only as long as necessary to satisfy original purpose of collection	From creation of record	Best Practice based on Personal Data Protection Act (Sec. 25)

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EMPLOYMENT RECORDS (continued)			
Miscellaneous 1	<p>Register of employees: If record on employee's: 1) personal info. consisting of— (a) name as specified on the employee's identity card, work pass or passport; (b) current address (residence); (c) date of birth; (d) gender; and (e) identity card number or foreign identification number; 2) First day of period of continuous employment 3) Last day of period of continuous employment (if applicable); For the above: Active employee min.: Duration of employment; Terminated employee min.: 1 year (must retain last two yrs. of records),</p> <p>For other data: Active employee min.: 2 years (must maintain last 2 years of records); Terminated employee min.: 1 year (must retain last two yrs. of records);</p> <p>Maximum 7 years (unless legal action)</p>	<p>Minimum: Active employees - From creation of record, Terminated employees - From termination; Maximum: From termination</p>	Employment Act 1968; Limitation Act 1959; Best Practice based on Personal Data Protection Act (Sec. 25)
BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	Minimum 5 years (6 years as general best practice)	From end of financial year transactions/ operations to which records relate are completed	Companies Act 1967
Pension and retirement records	<p>General: Minimum 5 years (6 years as general best practice);</p> <p>Central Provident Fund record of payments: Minimum 2 years</p>	<p>General: From end of financial year transactions/operations to which records relate are completed;</p> <p>Central Provident Fund record of payments: From the date on which they were issued</p>	Companies Act 1967; Central Provident Fund Rules
Equity records	Minimum 5 years (6 years as general best practice)	From end of financial year transactions/operations to which records relate are completed	Companies Act 1967

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PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	<p>Minimum: Active employees - Minimum 2 years (must maintain last 2 years of records), Terminated employees - Minimum 1 year (must retain last 2 years of records);</p> <p>Maximum: 7 years (unless legal action);</p> <p>Records for general accounting purposes: Minimum 5 years</p>	<p>Minimum: Active employees - From creation of record and from end of financial year transactions/operations to which records relate are completed, Terminated employees - From termination and from end of financial year transactions/operations to which records relate are completed;</p> <p>Maximum: From termination;</p> <p>Records for general accounting purposes: From end of financial year transactions/operations to which records relate are completed</p>	<p>Employment Act 1968; Limitation Act 1959; Best Practice based on Personal Data Protection Act (Sec. 25); Companies Act 1967</p>
Tax records	Minimum 5 years (6 years as general best practice)	From end of financial year transactions/operations to which records relate are completed	Companies Act 1967; Income Tax Act 1947; Goods and Services Tax Act 1993
MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	<p>Dates of leave taken: Active employees - Minimum 2 years (must maintain last 2 years of records), Terminated employees - Minimum 1 year (must retain last 2 years of records);</p> <p>Maximum: 7 years (unless legal action)</p>	<p>Dates of leave taken: Active employees: From creation of record, Terminated employees: From termination</p>	<p>Employment Act 1968; Limitation Act 1959; Best Practice based on Personal Data Protection Act (Sec. 25)</p>
Injury and illness incident reports	<p>Minimum 3 years;</p> <p>Maximum 7 years (unless legal action)</p>	<p>Minimum: From the time of the notification or report made by employer;</p> <p>Maximum: From date of report</p>	<p>Workplace Safety & Health Act (Incident Reporting) Regulations; Best Practice based on Personal Data Protection Act (Sec. 25)</p>

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MEDICAL/SAFETY/LEAVE RECORDS			
Medical records	<p>Employees in hazardous occupations: Minimum 5 years;</p> <p>Other employees: Only as long as necessary for legal or business purposes</p>	<p>Employees in hazardous occupations: From date of medical examination;</p> <p>Other employees: From date of collection</p>	<p>Workplace Safety and Health (Medical Examinations) Regulations 2011; Best Practice based on Personal Data Protection Act (Sec. 25)</p>
Hazardous material and other exposure records	<p>Minimum 5 years;</p> <p>Maximum 7 years (unless legal action)</p>	<p>Minimum: From the time of the report made by employer;</p> <p>Maximum: From date of report</p>	<p>Workplace Safety and Health (Medical Examinations) Regulations 2011; Limitation Act 1959; Best Practice based on Personal Data Protection Act (Sec. 25)</p>

Last updated March 2023.

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