



# HR Record Retention Requirements – Sweden

SWEDEN			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>EMPLOYMENT RECORDS</b>			
Contracts (new hire agreements, severance, etc.)	Minimum 7 years after the end of the financial year when the employment ended. If no collective agreement: retain 10 years from date of termination	Creation of contract	Bookkeeping Act (1999: 1078, chapter 7); Prescription (Limitations) Act (1981:130)
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	Minimum 7 years after end of relevant financial year. If no collective agreement, retain 10 years from due date of the payment to the employee;  Information necessary for employer to provide employer's certificate (including employment term, form, rate, salary and reason for termination): no time limit	Creation of record	Holidays Act (1977:480); Bookkeeping Act (1999: 1078, chapter 7); Prescription (Limitations) Act (1981:130); Unemployment insurance Act (1997: 238)
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	Until termination. If terminated by employer: full term of employment plus 4 months, or if disputed in court until closure of case	Start of employment or creation of record	Employment Protection Act (1982:80)
Data and personnel files	Varies, depending on record. Prescription limitation period ends 10 years after end of employment	Start of employment or creation of record	Employment Protection Act (1982:80); Prescription (Limitations) Act (1981:130)
Government verification records (work papers, immigration, eligibility to work, etc.)	Immigration papers/work permits: Minimum until end of employment plus 12 months and maximum 7 years	After end of financial year when employment ended	Bookkeeping Act (1999: 1078, chapter 7); Aliens Ordinance (2006: 97)

# UKG HR COMPLIANCE ASSIST

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>EMPLOYMENT RECORDS (continued)</b>			
Collective bargaining/union	Full term of collective agreement plus the statute of limitation period stated in the collective agreement or other applicable collective agreement;  Consultation minutes: 2 years from completion of consultation procedure.	Conclusion of collective agreement.  Completion of union consultation procedure.	Employment (Co-Determination in the Workplace) Act (1976:580)
Background checks and drug tests	Until termination. If terminated by employer: full term plus 4 months, or if disputed in court until closure of case	Start of employment or creation of record	Employment Protection Act (1982:80)
Acknowledgements, policy agreements and required notices	Until termination. If terminated by employer: full term plus 4 months, or if disputed in court until closure of case	Start of employment or creation of record	Employment Protection Act (1982:80)
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	Hired employees: Full term of employment. If terminated by employer, full term plus 4 months, or if disputed in court until closure of the court case;  Applicants who aren't hired: 2 years from completion of the relevant recruitment process	From creation of record	Employment Protection Act (1982:80);  Discrimination Act (2008:567)
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	If legally allowed: only for maximum time period necessary to fulfill the justified legal purpose, provided that this was also communicated to the employees concerned	Creation of recording/tracking	General Data Protection Regulation (EU-regulation 2016/679)

# UKG HR COMPLIANCE ASSIST

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>BENEFIT/PENSION/EQUITY RECORDS</b>			
Benefits (plan documents, enrollment records)	Minimum 10 years from the date when the benefit is due for payment	From creation of record	Prescription (Limitations) Act (1981:130)
Pension and retirement records	Minimum 10 years from the date when the pension benefit is due for payment	From creation of record	Prescription (Limitations) Act (1981:130)
Equity records	7 years after the end of the financial year to which records relate	From creation of record	Bookkeeping Act (1999: 1078, chapter 7)
<b>PAYROLL/WAGE/TAX RECORDS</b>			
Payroll and wage data (payslips, etc.)	Minimum 7 years after the end of the financial year to which records relate	From creation of record	Bookkeeping Act (1999: 1078, chapter 7)
Tax records	Minimum 7 years after the end of the financial year to which records relate	From creation of record	Bookkeeping Act (1999: 1078, chapter 7)
<b>MEDICAL/SAFETY/LEAVE RECORDS</b>			
Leave (family, medical, etc.)	Minimum 10 years	From end of leave	Bookkeeping Act (1999: 1078, chapter 7) Prescription (Limitations) Act (1981:130)
Injury and illness incident reports	Until end of employment and minimum 10 years after incident. If disputed in court, hold until case closure	From creation of record	Work Environment Act (1977:1160); Work Environment Ordinance (1977:1166); Prescription (Limitations) Act (1981:130)
Medical records	Until end of employment and minimum 10 years after medical exam. If disputed in court, hold until case closure	From creation of record	Work Env. Act (1977:1160); Work Env. Ordinance (1977:1166)
Hazardous material and other exposure records	Minimum 40 years	From last date of exposure to hazardous material	Work Env. Act (1977: 1160); Work Env. Ordinance (1977:1166)

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