



HR Record Retention Requirements – Vietnam

VIETNAM			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	Minimum 10 years	From end of fiscal year employee terminated	Decree 174/2016/ND-CP of the Government, 30 December 2016 (Decree 174), Arts. 13.1 and 15.1
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	Minimum 10 years	From end of fiscal year employee terminated	Decree 174, Arts. 13.1 and 15.1
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	Minimum 10 years	From end of fiscal year employee terminated	Decree 174, Arts. 13.1 and 15.1
	N/A;		
Data and personnel files	Best practice: Minimum 1 year (Statute of limitations for labor claim is 1 year from date became aware of infringement)	From end of fiscal year employee terminated	Labour Code 2019, Arts. 190 and 194
	N/A;		
Government verification records (work papers, immigration, eligibility to work, etc.)	Best practice: Minimum 1 year for copy of documents (Statute of limitations for labor claim is 1 year from date became aware of infringement); Employers must return original documents that belong to employee upon termination	From end of fiscal year employee terminated	Labour Code 2019, Arts. 48.3, 190 and 194

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DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS (continued)			
	N/A;		
Collective bargaining/union	Best practice: Retain permanently	N/A	Labour Code, 2019, Arts. 190 and 194
	N/A;		
Background checks and drug tests	Best practice: Minimum 1 year (Statute of limitations for labor claim is 1 year from date became aware of infringement)	From end of fiscal year employee terminated	Labour Code 2019, Arts. 190 and 194
	N/A;		
Acknowledgements, policy agreements and required notices	Best practice: Minimum 1 year (Statute of limitations for labor claim is 1 year from date became aware of infringement)	From end of fiscal year employee terminated	Labour Code 2019, Arts. 190 and 194
	N/A;		
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	Best practice: Retain as long as possible	From end of fiscal year employee terminated	Labour Code 2019, Arts. 48.3, 190 and 194
	N/A;		
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	Best practice: Minimum 1 year (Statute of limitations for labor claim is 1 year from date became aware of infringement)	From end of fiscal year employee terminated	Labour Code 2019, Arts. 48.3, 190 and 194
BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	Minimum 10 years	From end of fiscal year employee terminated	Decree 174, Arts. 13.1 and 15.1
Pension and retirement records	Minimum 10 years	From end of fiscal year employee terminated	Decree 174, Arts. 13.1 and 15.1
Equity records	Minimum 10 years	From end of fiscal year employee terminated	Decree 174, Arts. 13.1 and 15.1

UKG HR COMPLIANCE ASSIST

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	Minimum 10 years	From end of fiscal year employee terminated	Decree 174, Arts. 13.1 and 15.1
Tax records	Minimum 10 years	From end of fiscal year documents were made/filed/creat ed/received	Decree 174, Arts. 13.1 and 15.1
MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	Minimum 10 years	From end of fiscal year employee terminated	Decree 174, Arts. 13.1 and 15.1
Injury and illness incident reports	N/A; Best practice: Minimum 1 year (Statute of limitations for labor claim is 1 year from date became aware of infringement)	From end of fiscal year employee terminated	Decree 174, Arts. 13.1 and 15.1; Labour Code 2019, Art. 48.3
Medical records	N/A; Best practice: Minimum 1 year (Statute of limitations for labor claim is 1 year from date became aware of infringement)	From end of fiscal year employee terminated	Decree 174, Arts. 13.1 and 15.1; Labour Code 2019, Art. 48.3
Hazardous material and other exposure records	N/A; Best practice: Retain as long as possible	From end of fiscal year documents were made/filed/creat ed/received	N/A

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