

Italy			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	Minimum 10 years (general statute of limitations)	From employee termination	Art. 2946, Italian Civil Code
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	Minimum 5 years	From last entry	Ministerial Decree 9th July 2008
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	Minimum 10 years (general statute of limitations)	From creation of record	Art. 2946, Italian Civil Code
	Staff Register (Libro Unico del Lavoro): Minimum 5 years;		
Data and personnel files	General: Retain only as long as necessary to achieve purpose of collection; *Wage/tax related information (name, DOB, tax ID number, address, wage withholding adjustment requests from employees): See payroll and wage data	Staff Register: From last entry; General: From creation of record	Ministerial Decree 9th July 2008; Art. 2948, Italian Civil Code
Government verification records (work papers, immigration, eligibility to work, etc.)	Minimum 10 years (general statute of limitations)	From creation of record	Art. 2934, Italian Civil Code
Collective bargaining/union	Minimum 10 years (general statute of limitations)	From when no longer in force	Art. 2946, Italian Civil Code
Background checks and drug tests	Retain only as long as necessary to achieve purpose	From creation of record	EU Regulation 679/2016, Data Protection Code 196/2003

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EMPLOYMENT RECORDS (continued)			
Acknowledgements, policy agreements and required notices	Minimum 5 years	Acknowledgements: From creation of record; Policy agreements and required notices: From when no longer in force	Art. 2946, Italian Civil Code (general statute of limitations)
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	Retain only as long as necessary to achieve purpose of collection	From creation of record	EU Regulation 679/2016, Data Protection Code 196/2003
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	Camera recordings: Maximum 48 hours	From recording	DPA Code and DPA Order of 29/11/2000
BENEFIT / PENSION / EQUITY RECORDS			
Benefits (plan documents, enrollment records)	Minimum 5 years (minimum 10 years is advisable)	From creation of record	Art. 2946, Italian Civil Code
Pension records	Minimum 5 years (minimum 10 years is advisable)	From creation of record	Art. 3, Law 335/1995
Equity records	Minimum 5 years (minimum 10 years is advisable)	From creation of record	Art. 2946, Italian Civil Code

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PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	Minimum 5 years in case fiscal income statement has been issued;	The year following the one in which income statement was/should have been issued;	Art. 43, Presidential Decree no. 600/1973;
	Minimum 7 years in case of omission to issue a fiscal income declaration;		Law 5th January 1953, no. 21;
	Payslips (copy) and receipt of delivery to employees: Minimum 5 years (minimum 10 years is advisable)	Payslips (copy) and receipt of delivery to employees: From employee termination	Resolution no. 8/2010 of the Minister of Employment
Tax records	Minimum 5 years in case fiscal income statement has been issued;	The year following the one in which income statement was/should have been issued	Art. 43, Presidential Decree no. 600/1973
	Minimum 7 years in case of omission to issue a fiscal income declaration		
MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	Minimum 5 years	From creation of record	Best Practice
Injury and illness incident reports	Minimum 5 years (Minimum 10 years is advisable)	From creation of record	Legislative Decree 81/2008
Medical records	Retain only as long as necessary to achieve purpose;	From creation of record;	Art. 25, Legislative Decree 81/2008;
	Medical records of those exposed to ionizing radiation: Until 75 years of age and minimum 30 years	Ionizing radiation exposure: Employee termination	Art. 90, Legislative Decree no. 230 of 1995

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MEDICAL/SAFETY/LEAVE RECORDS (continued)			
Hazardous material and other exposure records	Register of employees who work with 3rd and 4th category biological agents: Minimum until end of employment;	From creation of record;	Legislative Decree 81/2008 and best practice
	Register of employees exposed to asbestos: Minimum 40 years	Asbestos: Until end of exposure	
Miscellaneous 1	Floor plans: Minimum 10 years (based on statute of limitations)	From end of validity	General best practice

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