

## TABLE OF CONTENTS

### Section I. Introduction

- Introduction
- The Nuts And Bolts Of Legal Record-Keeping
- Identity Theft

### Section II. Federal Record-Keeping Requirements (By Subject)

- Table Of Documents
- Benefits
- Discrimination
- Hiring
- Leave
- Medical
- Miscellaneous
- Payroll
- Personnel
- Safety & Health
- Termination
- Testing

### Section III. Federal Posting Requirements (By Act)

- Private Employers, State And Local Governments, And Educational Institutions
  - Age Discrimination in Employment Act (ADEA)
  - Americans with Disabilities Act (ADA)
  - Employee Polygraph Protection Act (EPPA)
  - Equal Pay Act (EPA)
  - Fair Labor Standards Act (FLSA)
  - Family and Medical Leave Act (FMLA)
  - Occupational Safety & Health Act (OSH Act)
  - Title VII of the Civil Rights Act of 1964
  - Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Government Contractors
  - Davis-Bacon Act
  - Drug-Free Workplace Act
  - Executive Order 11246
  - Executive Order 13201
  - National Labor Relations Act (NLRA)
  - Section 503 of the Rehabilitation Act of 1973
  - Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA)
  - Walsh-Healy Public Contract Act

- Programs/Activities Receiving Federal Financial Assistance

Section 504 of the Rehabilitation Act of 1973

Title VI of the Civil Rights Act of 1964

#### **Section IV. Federal Record-Keeping Requirements (By Law)**

- Age Discrimination in Employment Act (ADEA)
- Americans with Disabilities Act (ADA)
- Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)
- Driver's Privacy Protection Act (DPPA)
- Electronic Signatures in Global and National Commerce Act
- Employee Polygraph Protection Act (EPPA)
- Employee Retirement Income Security Act of 1974 (ERISA)
- Employment Tax Laws — Federal Insurance Contributions Act (FICA)
- Employment Tax Laws — Federal Unemployment Tax Act (FUTA)
- Equal Pay Act (EPA)
- Executive Order 11246
- Fair Credit Reporting Act (FCRA)
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act of 1993 (FMLA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Immigration Reform & Control Act (IRCA)
- Labor Management Reporting and Disclosure Act (LMRDA)
- Medicare Prescription Drug, Improvement and Modernization Act of 2003
- Mental Health Parity Act (MHPA)
- Newborns' and Mothers' Health Protection Act (NMHPA)
- Occupational Safety & Health Act (OSHA)
- Sarbanes-Oxley Act of 2002
- Title VII of the Civil Rights Act of 1964
- Vietnam Era Veterans' Readjustment Act (VEVRAA)
- Workers' Compensation
- Women's Health and Cancer Rights Act (WHCRA)

#### **Section V. State Record-Keeping Requirements**

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida

- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

## **Section VI. Personnel File Access Laws (By State)**

**Appendix. Records And Reporting For New Hires**  
**Service Letter Statutes**  
**State Posting Requirements**