



HR Document Retention Checklist Template

Identification & Categorization

Identify document types and assign retention schedules based on legal, regulatory, and business needs.

Document Category

- ☐ Employee Records
- ☐ Compensation & Benefits
- ☐ Legal & Compliance
- ☐ Recruitment
- ☐ Performance Management

Document Type (e.g., Offer Letter, Performance Review)

Write something...

Number of Pages/Files

Enter a number...

Date of Creation/Receipt

Enter date...