

# HR Compliance Assist – Serbia – HR Record Retention Requirements

SERBIA			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>EMPLOYMENT RECORDS</b>			
Contracts (new hire agreements, severance, etc.)	Permanent	Date Employment Agreement is signed	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	Permanent	Creation of record	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
Performance records (reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	Permanent	Creation of record	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
Data and personnel files	Permanent	Creation of record	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
Government verification records (work papers, immigration, eligibility to work, etc.)	Permanent	Date Employment Agreement is signed	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
Collective bargaining/union	Permanent	Date agreement is finalized	Company Law, Article 240 and 464
Background checks and drug tests	Hired candidates- permanently	Date Employment Agreement is signed	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
	Applicants who aren't hired - not regulated under the Law		
Acknowledgements, policy agreements and required notices	Hired candidates- permanently	Date Employment Agreement is signed	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
	Applicants who aren't hired - not regulated under the Law		
Recruitment (interview notes, resumes/CVs, ref. checks, etc.)	Not regulated under the Law	N/A	N/A
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	Recordings (GPS, online tracking, video monitoring etc.) directly related to salary (e.g. by this recording the employer tracks employee working hours) - retain permanently.	From creation of record	Article 23 of Law on Records Regarding Employment;
	Recordings directly related to safety and protection - retain a minimum of 30 days, and in case of any irregularity in safety/protection (i.e. incidents) retain longer, sometimes permanently.		Law on Private Security;
	Recordings regarding other purposes - not regulated		Permanent deadline is in-line with recordkeeping practice set under Law on Records Regarding Employment.

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DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>BENEFIT/PENSION/EQUITY RECORDS</b>			
Benefits (plan documents, enrollment records)	Permanent	Date Employment Agreement is signed	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
Pension and retirement records	Permanent	Date Employment Agreement is signed	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
Equity records	Decisions on company's change of capital and/or annual reports on company's operations and consolidated annual reports - retain permanently.  Other equity related records - minimum 5 years.	Creation of record	Company Law, Article 464
<b>PAYROLL/WAGE/TAX RECORDS</b>			
Payroll and wage data (payslips, etc.)	Permanent (this also includes payrolls lists and analytic reports on salaries)	Creation of record	Law on Records Regarding Employment, Article 7, Article 24 and Article 25  The Law on Accounting, Article 24
Tax records	Permanent	Creation of record	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
<b>MEDICAL/SAFETY/LEAVE RECORDS</b>			
Leave (family, medical, etc.)	Permanent	Creation of record	Law on Records Regarding Employment, Article 7, Article 24 and Article 25
Injury and illness incident reports	40 years	From date of incident	Law on Safety and Health at Work, Article 49 and Rulebook on Records regarding Safety and Health at Work, Article 17
Medical records	Medical records relating to work injury, occupational illness or other illness related to work - 40 years.  Medical, health and safety records relating to employees who are working in places with higher risk - 40 years.  Otherwise, retain permanently.	From date of incident or creation of record	Law on Records Regarding Employment, Article 7, Article 24 and Article 25; Law on Safety and Health at Work, Article 49 and Rulebook on Records regarding Safety and Health at Work, Article 17

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<b>MEDICAL/SAFETY/LEAVE RECORDS (continued)</b>			
Hazardous material and other exposure records	40 years	Date of exposure or incident	Law on Safety and Health at Work, Article 49 and Rulebook on Records regarding Safety and Health at Work, Article 17
Records regarding the safety and health at work	40 years  i.e. Records relating to (a) work places with higher risk, (b) employees who are working in places with higher risk and their medical examinations, (c) employees who are trained for safety and health work, (d) employee medical examinations conducted in accordance with regulations on safety and health at work.	Creation of record	Law on Safety and Health at Work, Article 49 and Rulebook on Records regarding Safety and Health at Work, Article 17

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## PeopleDoc HR Compliance Assist

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PeopleDoc is on a mission to make the difficult job of HR easier. The PeopleDoc HR Service Delivery platform helps HR teams more easily answer employee requests on demand, automate employee processes, and manage compliance across multiple locations. PeopleDoc cloud solutions include case management, process automation and employee file management.

100% software as a service, PeopleDoc solutions integrate with existing HR systems, can be implemented in 8-12 weeks, and are designed for agile ongoing use by HR teams serving diverse workforces. More information is available at [www.people-doc.com](http://www.people-doc.com).



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