

HR Compliance Assist - Sweden - HR Record Retention Requirements

SWEDEN			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	Minimum 7 years after the end of the financial year when the employment ended. If no collective agreement: retain 10 years from date of termination.	Creation of contract	Bookkeeping Act (1999:1078, chapter 7); Prescription (Limitations) Act (1981:130)
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	Minimum 7 years after end of relevant financial year. If no collective agreement, retain 10 years from due date of the payment to the employee. Vacation: 6 years from end of the vacation year when day was earned.	Creation of record	Holidays Act (1977:480); Bookkeeping Act (1999:1078, chapter 7); Prescription (Limitations) Act (1981:130)
Performance records (reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	Until termination. If terminated by employer: full term plus 4 months, or if disputed in court until closure of case	Start of employment or creation of record	Employment Protection Act (1982:80)
Data and personnel files	Until termination. If terminated by employer: full term plus 4 months, or if disputed in court until closure of case	Start of employment or creation of record	Employment Protection Act (1982:80)
Government verification records (work papers, immigration, eligibility to work, etc.)	Until termination. If terminated by employer: full term plus 4 months, or if disputed in court until closure of case	Start of employment or creation of record	Employment Protection Act (1982:80)
Collective bargaining agreements, union consultation minutes	Full term of collective agreement plus the statute of limitation period stated in the collective agreement or other applicable collective agreement. Consultation minutes: 2 years from completion of consultation procedure.	Conclusion of collective agreement. Completion of union consultation procedure.	Employment (Co-Determination in the Workplace) Act (1976:580)
Background checks and drug tests	Until termination. If terminated by employer: full term plus 4 months, or if disputed in court until closure of case	Start of employment or creation of record	Employment Protection Act (1982:80)
Acknowledgements, policy agreements and required notices	Until termination. If terminated by employer: full term plus 4 months, or if disputed in court until closure of case	Start of employment or creation of record	Employment Protection Act (1982:80)
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	Hired employees: Full term of employment. If terminated by employer, full term plus 4 months, or if disputed in court until closure of the court case Applicants who aren't hired: 2 years from completion of the relevant recruitment process	From creation of record	Employment Protection Act (1982:80); Discrimination Act (2008:567)
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	If legally allowed: only for maximum time period necessary to fulfill the justified legal purpose, provided that this was also communicated to the employees concerned	Creation of recording/tracking	Data Protection Act (1998:204) Effective May 25, 2018 the GDPR will replace the Data Protection Act

SWEDEN			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	Minimum 10 years from the date when the pension benefit is due for payment	From creation of record	Prescription (Limitations) Act (1981:130)
Pension and retirement records	Minimum 10 years from the date when the pension benefit is due for payment	From creation of record	Prescription (Limitations) Act (1981:130)
Equity records	7 years after the end of the financial year to which records relate	From creation of record	Bookkeeping Act (1999:1078, chapter 7)
PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	Minimum 7 years after the end of the financial year to which records relate	From creation of record	Bookkeeping Act (1999:1078, chapter 7)
Tax records	Minimum 7 years after the end of the financial year to which records relate	From creation of record	Bookkeeping Act (1999:1078, chapter 7)
MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	Minimum 7 years after the end of the financial year to which record relates	From creation of record	Bookkeeping Act (1999:1078, chapter 7)
Injury and illness incident reports	Until employee recovers, or, in case of potential dispute regarding wrongful termination, 4 months from term., or if disputed in court until closure of case	From creation of record	Work Environment Act (1977:1160); Work Environment Ordinance (1977:1166)
Medical records	Until employee recovers, or, in case of potential dispute regarding wrongful termination, 4 months from term., or if disputed in court until closure of case	From creation of record	Employment Protection Act (1982:80)
Hazardous material and other exposure records	Minimum 40 years	From last date of exposure to hazardous material	Work Env. Act (1977:1160); Work Env. Ordinance (1977:1166)

Last updated April 2018.

DISCLAIMER: The information contained in this form is for general information purposes only and is not intended to be a source for legal advice and should not be relied upon as such. This information is not intended to create, and the receipt of it by the reader does not constitute, an attorney-client relationship. Organizations or individuals receiving this document should always seek the advice of competent counsel in their home jurisdiction. Laws may change and PeopleDoc cannot guarantee that all the information in this form is current or correct. PEOPLEDOC DOES NOT GIVE ANY EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY, SUITABILITY, OR COMPLETENESS OF THIS INFORMATION. TO THE EXTENT PERMITTED UNDER APPLICABLE LAW, NEITHER PEOPLEDOC, NOR ITS AGENTS, OFFICERS, EMPLOYEES, OR AFFILIATES, ARE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, LOSS OF USE OR PROFITS, OR BUSINESS INTERRUPTION), EVEN IF PEOPLEDOC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT, ARISING IN ANY WAY OUT OF THE USE OF OR INABILITY TO USE THIS INFORMATION. The content of this document is proprietary and confidential information of PeopleDoc. It may not be distributed to any third party without the written consent of PeopleDoc. © 2018 PeopleDoc Inc. Do not reproduce without the written permission of PeopleDoc Inc.

PeopleDoc HR Compliance Assist

HR Compliance Assist helps PeopleDoc clients proactively and effectively manage compliance of their HR files and employees' data with foreign laws and regulations. Led by PeopleDoc's Chief Compliance Officer, the HR Compliance Assist team relies on a network of internal and external lawyers to provide clients with best practices and recommendations on topics such as HR document retention, employee data privacy, electronic signature and electronic archiving. HR Compliance Assist also provides local compliance monitoring and alert services in select countries where PeopleDoc's customers have employees. HR Compliance Assist is a service available to PeopleDoc customers.

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.



HR Compliance Assist

www.hrcomplianceassist.com - hrcomplianceassist@people-doc.com