

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.)	<p>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.</p> <p>Information necessary for employer to provide employer's certificate (including employment term, form, rate, salary and reason for termination): no time limit</p>	Creation of record	Holidays Act (1977:480); Bookkeeping Act (1999: 1078, chapter 7); Prescription (Limitations) Act (1981:130); Unemployment insurance Act (1997: 238)
Performance records (reviews, promotions/ demotions, licenses/ certifications, investigations, disciplinary actions, etc.)	Until termination. If terminated by employer: full term of employment 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	Varies, depending on record. Prescription limitation period ends 10 years after end of employment	Start of employment or creation of record	Employment Protection Act (1982:80); Prescription (Limitations) Act (1981:130)
Government verification records (work papers, immigration, eligibility to work, etc.)	Immigration papers/work permits: Minimum until end of employment plus 12 months and maximum 7 years	After end of financial year when employment ended	Bookkeeping Act (1999: 1078, chapter 7); Aliens Ordinance (2006: 97)

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EMPLOYMENT RECORDS (continued)			
Collective bargaining agreements, union consultation minutes	<p>Full term of collective agreement plus the statute of limitation period stated in the collective agreement or other applicable collective agreement.</p> <p>Consultation minutes: 2 years from completion of consultation procedure.</p>	<p>Conclusion of collective agreement.</p> <p>Completion of union consultation procedure.</p>	<p>Employment (Co-Determination in the Workplace) Act (1976:580)</p>
Background checks and drug tests	<p>Until termination. If terminated by employer: full term plus 4 months, or if disputed in court until closure of case</p>	<p>Start of employment or creation of record</p>	<p>Employment Protection Act (1982:80)</p>
Acknowledgements, policy agreements and required notices	<p>Until termination. If terminated by employer: full term plus 4 months, or if disputed in court until closure of case</p>	<p>Start of employment or creation of record</p>	<p>Employment Protection Act (1982:80)</p>
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	<p>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</p> <p>Applicants who aren't hired: 2 years from completion of the relevant recruitment process</p>	<p>From creation of record</p>	<p>Employment Protection Act (1982:80);</p> <p>Discrimination Act (2008:567)</p>
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	<p>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</p>	<p>Creation of recording/tracking</p>	<p>General Data Protection Regulation (EU-regulation 2016/679)</p>

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BENEFIT /PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	Minimum 10 years from the date when the 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 10 years	From end of leave	Bookkeeping Act (1999: 1078, chapter 7) Prescription (Limitations) Act (1981:130)
Injury and illness incident reports	Until end of employment and minimum 10 years after incident. If disputed in court, hold until case closure	From creation of record	Work Environment Act (1977:1160); Work Environment Ordinance (1977:1166); Prescription (Limitations) Act (1981:130)

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MEDICAL/SAFETY/LEAVE RECORDS (continued)			
Medical records	Until end of employment and minimum 10 years after medical exam. If disputed in court, hold until case closure	From creation of record	Work Env. Act (1977:1160); Work Env. Ordinance (1977:1166)
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)

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