

Quick reference for recordkeeping, posting, and reporting

Ever wonder if you have to do something with all that paperwork you must obtain or create? A variety of federal laws have recordkeeping, posting, and reporting requirements, and they come from a variety of agencies. The following table provides a basic overview of the major federal HR-related recordkeeping requirements. Your state may also have similar or additional requirements, which are not represented here.

The table is applicable in most circumstances. However, certain situations may or may not require records to be kept. Likewise, certain posting and notice requirements depend upon specific situations. For example, if your organization does not have a contract with the government, you may not need to be concerned with such things as affirmative action or the Executive Order 11246; if your organization is not unionized, you need not be concerned with labor-management requirements.

	Recordkeeping	Postings	Reporting/Notice
Affirmative action	Yes	No	Standard Form 100 (EEO-1)
Age Discrimination in Employment Act	Yes	Yes	No
Americans with Disabilities Act	Yes	Yes	No
Civil Rights Act (Title VII)	Yes	Yes	Standard Form 100 (EEO-1)
COBRA	Yes	No	Form 5500
Davis-Bacon Act	Yes	Yes	WD-10 Form
Employee Polygraph Protection Act	Yes	Yes	Notice to examinee and disclosure of results
ERISA	Yes	No	Form 5500, Form M-1, SPD, SMM
Employment of minors	Yes (part of FLSA poster)	No	Varies by state
Equal Pay Act	Yes	No	No
Exec. Order 11246	See "Affirmative action"		
Fair Credit Reporting Act	No	No	Requirements for notice
Fair Labor Standards Act (FLSA)	Yes	Yes	WH-200, WH-201, WH-202
Family and Medical Leave Act	Yes	Yes	Requirements for notice (WH-380, WH-381)
Health Insurance Portability and Accountability Act	Yes	No	Requirements for notice
Immigration Reform and Control Act	Retention of Form I-9	No	Form I-9
Internal Revenue Service	Yes	No	Various tax forms
Labor Management Reporting and Disclosure Act	Yes	No	Form LM-10
OSHA (injury and	Yes	Yes	Forms 300, 300A, and

illness reporting)			301
OSHA (medical records)	Yes	No	No
Rehabilitation Act	No	No	No
Social Security Administration	Yes	No	Yes, to address issues such as Medicare
Unemployment Insurance	As prescribed by states		
Walsh-Healy Act	No	No	No
Workers' compensation	As prescribed by states		