

Labor Standards Record Retention Log

Track location and retention dates for all labor standards records.

Project Name:	
Contract Number:	
Project Completion Date:	
Records Retention Date:	(6 years from completion for Oregon)

Record Inventory

Record Type	Location	Format	Destroy After
Contract with labor provisions		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Wage determinations		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Contractor acknowledgments		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Subcontractor certifications		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Certified payrolls (WH-347)		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
BOLI Addendums		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Worker interview forms		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Site visit reports		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Posting verification forms		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Violation reports		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Corrective action plans		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Restitution documentation		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Training records		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Compliance correspondence		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	
Final compliance certification		<input type="checkbox"/> Paper <input type="checkbox"/> Digital	

Records Custodian

Name: _____ Title: _____
 Phone: _____ Email: _____

Log Last Updated: _____ By: _____

