



ADA: Employee Records

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Josh Viau's article "ADA : Employee Records" was featured on *4-Traders* on February 11, 2015.

In the article, Josh provides five questions to ask, and answer, about what to keep, how to keep it, and when to shred it.

1. What Is Included in an Employee's Personnel File?
2. What Should I Do With Employee Medical Records?
3. How Many Files Do I Have to Keep?
4. How Long Do I Keep the Records?
5. How Do I Get Rid of the Documents?

To read the full article, please visit [4-Traders](#).

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