

Merit Medical Personal Data Retention Policy (US)

Merit retains the information it receives about you for varying periods of time depending on the nature or type of information, as set forth in the Data Retention set forth below, unless a shorter or longer period is required by California or Federal law.

Data Retention Schedule

Data will be maintained for 1) the amount of time required by law or 2) as shown in the below chart, whichever is longer. These are minimum times and data may be retained for longer periods at Merit's discretion.

Data Type	Minimum Retention Period
Applications, Resumes, offer letters, and pre-employment tests and tests results from rejected applicants	4 weeks from termination of the selection procedure or, subject to the applicant's consent, 1 year from termination of the selection procedure
Background Checks on Employees	2 years after termination of employment contract
Benefits Description per Employee	5 years after termination of the employment contract
Collective Bargaining Agreements	Permanent, so long as current
EEO-1 Reports	Keep most recent annual filing

Employee Applications and Resumes	2 years from the termination date of the employment contract
Employee Benefit Plans Subject to ERISA (includes plans regarding health and dental insurance, 401(k), long-term disability, and Form 5500)	5 years after termination employment contract
Employee Offer Letters	4 years from employee termination
Employee Polygraph Test Records	2 years from termination date of the contract
Employee Records with Information on Pay Rate of Weekly Compensation; Merit Evaluations, Records Relating to Promotion, Demotion, Transfer, Discipline, Termination, or Selection for Training; Copies of Tests Given to Employees; Results of any Physical Examination Considered in Connection	5 years after termination of employment contract
Employee Tax Records	7 years from the date tax is due or paid
Employment Contracts; Employment and Termination Agreements	7 years from the termination date
Employment Eligibility and Verification (I-9 Forms)	2 years from termination date of the contract



<p>Employment of Minors—Name, Address, and Date of Birth; Certificate of Age; Dates of Hire and Termination; Times of Daily Meal Period(s); Total Hours Worked in Each Day and Week; Output of Minor Employee if Paid Other Than on an Elapsed Time Basis; and Any Written Training Agreements</p>	<p>2 years from termination date of the contract</p>
<p>Employment of Student Learners—Employment Applications, Certificates Authorizing Employment and Notation of Occupation</p>	<p>2 years from termination date of the contract</p>
<p>Family and Medical Leave Documents</p>	<p>2 years from termination date of the contract</p>
<p>Handicapped Workers Paid at a Subminimum Wage</p>	<p>2 years from termination date of the contract</p>
<p>Injury and Illness Incident Reports (OHSA Form 301) and Related Annual Summaries (OHSA Form 300A); Logs of Work-Related Injuries and Illnesses (OSHA Form 300); Supplemental Record for Each Occupational Injury or Illness (OSHA Form 101); Log and Summary of Occupational Injuries and Illnesses (OSHA Form 200)</p>	<p>The latter of (i) 2 years from termination date of the contract or (ii) 5 years after event</p>



<p>Internal Complaints and Related Documents from Handicapped Workers, Termination of Disabled Veterans, and Veterans of the Vietnam Era; and All Documents Concerning Action(s) Taken in Response to Such Complaints</p>	<p>The latter of (i) 2 years from termination date of employment contract or (ii) 5 years after complaint</p>
<p>Job Descriptions, Performance Goals and Reviews; Garnishment Records</p>	<p>2 years from termination date of employment contract</p>
<p>Labor Agreements</p>	<p>7 years after termination</p>
<p>Medical Exams Required by Law</p>	<p>Duration of employment + 30 years</p>
<p>Material Safety Data Sheets or Safety Data Sheets (MSDS/SDS)</p>	<p>40 years after date substance was last received in the workplace or 40 years from date of last complaint, whichever is later</p>
<p>Personnel or employment records made or kept by a contractor or subcontractor with at least 150 employees or less than \$150,000 in federal government contracts</p>	<p>2 years from termination date of employment contract</p>
<p>Pension Plan and Retirement Documents</p>	<p>5 years after expiration Permanent, if current</p>
<p>Receiving Sheets</p>	<p>1 year after production document</p>



Requisitions	1 year after production document
Salary Schedules; Ranges for Each Job Description	2 years after expiration, permanent if current
Seniority or Merit Rating System	2 years from termination date of employment contract
Time Reports	2 years from termination date of employment contract
Training Agreements, Summaries of Applicants' Qualifications, Job Criteria, Interview Records and Identification of Minority and Female Applicants	Duration of training + 4 years OR 4 weeks after closing application term without permission and 1 year after closing application term with permission General documents without personal data
Workers' Compensation Records	40 years after termination employment agreement
Written Affirmative Action Program (AAP) and Supporting Documents	For immediately preceding AAP year, unless it was not then covered by the AAP year

