

**WAC 357-22-010 Must an employer maintain a personnel file for each employee?** An employer must maintain an official file of each employee showing a record of employment and such other information as may be required for business and legal purposes. The employer has the burden of demonstrating the legal or business need for the record.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-198, § 357-22-010, filed 12/21/04, effective 7/1/05.]