

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Safety)

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(1)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-002	California Civil Rights Department (CRD) / Department of Fair Employment / Housing (DFEH / EEOC) Claims / Harassment Claims	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications / department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-004	Compensation Surveys / Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-005	Contracts for Investigators (Employees Only) Excludes Police	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES  
(Safety)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-007	DE-34 (California EDD Report of New Employees)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Human Resources	HR-008	EDD Claims / Forms (Employment Development Department) / Unemployment Claims, Claims for Paid Family Leave / FMLA, Disability Insurance Claims / Additional Information)	Close + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; all employment actions must be retained for 4 years; ; GC §12960, GC §34090
Human Resources	HR-009	Employee Investigations	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090, ;
Human Resources	HR-010	Employment Verifications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records, content is not substantive; GC §34090 et seq.
Human Resources	HR-010.5	FMLA / Family / Medical Leave Act Records (Excludes employee's medical records / doctors notes, which are filed in the Employee Medical File)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq., 2 CCR 11013(c); GC §§12946, 12960, 34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES  
(Safety)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-011	Grievances	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090, ; LC §1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-012	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Human Resources	HR-013	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090
Human Resources	HR-014	Livescan Applications (Forms / Logs)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES  
(Safety)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-015	<p><b>Long Term Disability Claims - Employees WITH Potential Exposures (or Actual Exposures) to Toxic Substances or Harmful Physical Agents, or WITH a Respirator Requirement, or WITH a Medical Surveillance Requirement:</b></p> <p>Employee Accident Reports / Employee Injury Reports, Fit-for-Duty / Return-to-Work Evaluations, Physician Evaluations or Specialist Evaluations, Medical Diagnosis, Meical Test Results, Employee Refusals</p> <p>(Workers Compensation is retained by Legal / Risk Management)</p>	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq.; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-015.5	<p><b>Long Term Disability Claims - Employees NO Potential Exposures (or Actual Exposures) to Toxic Substances or Harmful Physical Agents, or NO Respirator Requirement, or NO Medical Surveillance Requirement:</b></p> <p>Employee Accident Reports / Employee Injury Reports, Fit-for-Duty / Return-to-Work Evaluations, Physician Evaluations or Specialist Evaluations, Medical Diagnosis, Meical Test Results, Employee Refusals</p> <p>(Workers Compensation is retained by Legal / Risk Management)</p>	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match the retention for the Official Personnel File; GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Safety)

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-016	<p><b>Personnel Files - Employee File (Official Personnel File)</b> Includes Application, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker, Harassment Prevention Training Certificates, PAF / Personnel Action Forms, W-4s, Training Certificates, etc.)</p>	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090, ; 53237.2(b), LC §1198.5
Human Resources	HR-017	<p><b>Personnel Files - Medical File - Employees WITH Potential Exposures (or Actual Exposures) to Toxic Substances or Harmful Physical Agents, or WITH a Respirator Requirement, or WITH a Medical Surveillance Requirement:</b></p> <p>Pre-employment Medical Clearances, Medical Complaints, Medical Diagnosis, Medical Questionnaires, ADA Accommodations, Fit for Duty, etc.</p>	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Safety)

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-017.5	<b>Personnel Files - Medical File - Employees NO Potential Exposures (or Actual Exposures) to Toxic Substances or Harmful Physical Agents, or NO Respirator Requirement, or NO Medical Surveillance Requirement;</b>  Pre-employment Medical Clearances, Medical Complaints, Medical Diagnosis, Medical Questionnaires, ADA Accommodations, Fit for Duty, etc.	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match the retention for the Official Personnel File; GC §§12946, 12960, 34090
Human Resources	HR-018	Recruitment / Testing File / NeoGov Database Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis / statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Hiring Decision + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Lead Dept.	HR-021	Workplace Violence Incident Logs,/ Workplace Violence Plans	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f); GC §34090
<b>HUMAN RESOURCES / SAFETY</b>								
Human Resources / Safety	HR-022	DMV Pull Notices	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Safety)

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources / Safety	HR-023	Emergency Action Plans / Audits - CalARP (California Accidental Release Prevention) / Emergency Response Plan / Hazardous Material Business Plans / Hazard Mitigation Plan / Risk Management Program (RMPs) / Risk / Resiliency Assessment / Process Safety Managements (PSMs) - Facilities with chemicals (Chlorine, ammonia, etc.)	Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (CalARP training and audits should be done every 3 years); GC §34090
Human Resources / Safety	HR-024	Emergency Exercises / Drills / After Action Reports - CalARP (California Accidental Release Prevention)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (CalARP training and audits should be done every 3 years); GC §34090
Human Resources / Safety	HR-025	Emergency Exercises / Drills / After Action Reports - Other Than CalARP	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources / Safety	HR-026	Noise Exposure Measurements: Areas / Facilities / Equipment (jackhammers, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (only 2 years is required); 8 CCR 5100(d)(1); GC §34090 et seq.
Human Resources / Safety	HR-027	OSHA Citations / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Human Resources / Safety	HR-028	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES  
(Safety)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources / Safety	HR-029	Respiratory Fit Tests	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources / Safety	HR-030	Safety Committee / Safety Steering Committee	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Human Resources / Safety	HR-031	Safety Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090 et seq.; LC §6429c
Human Resources / Safety	HR-032	Site Inspection Forms / Self Inspections / Job Site Inspections / Facility Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.