



1 RECORDS RETENTION SCHEDULE : Human Resources Department (HR)

2 EFFECTIVE DATE: 5/20/25

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3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 HR/Admin/Support Services/ EMACS	EMPLOYEE PAYROLL BENEFIT AND DEDUCTION FILES (Includes Personnel Action Forms and Backup)	Yes: Until Separation		Separation +10 years	Department Preference to match personnel files; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & §3204(d)(1) et seq., GC §§12946, 26202; 29 USC 1113
2 HR/ Wellness	EMPLOYEE SCHEDULES			2 years	GC §26202
3 HR/ EMACS	SPECIAL ASSIGNMENT COMPENSATION FORMS (EMACS/Payroll)	Yes: Until Paid		When No Longer Required	Originals for County Departments are maintained in 201 File; GC §26201
4 HR/ Emp.Benefits/ EMACS	OATHS OF OFFICE			2 Years	Department Preference; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC§§12946, 26201
5 HR/ Emp.Benefits/ EMACS	PERSONNEL FILES - "201 File" (Employees): Application, Loyalty Oath, I-9, performance evaluations, Personnel Action Forms, Benefits, other formal communications between County & Employee (Wellness maintains Medical Records)	Yes: Until Separation		Separation +10 years	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 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC§§12946, 26202; 29 USC 1113
6 HR/Commuter Services	AIR QUALITY MANAGEMENT DISTRICT Reporting (AB 2766)			10 years	Department Preference; GC §26202
7 HR/Commuter Services	BIKE LOCKER FILE (Applications, Copy of Participant's Checks)			When no longer required - Minimum 6 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h) , & 570.502(b), 29 CFR 97.42; GC §26202
8 HR/Commuter Services	CAR POOL PARKING PERMITS (Applications)			5 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h) , & 570.502(b), 29 CFR 97.42; GC§26202
9 HR/Commuter Services	COMMUTER PLANS & PROGRAMS			5 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h) , & 570.502(b), 29 CFR 97.42; GC§26202
10 HR/Commuter Services	COMMUTER SERVICES REPORTS			When no longer required	Copies/Preliminary Drafts/Output from Database (the database is the original); GC §26201
11 HR/Commuter Services	COMMUTER SERVICES TRACKING - Database	Yes		Indefinite	GC §26202
12 HR/Commuter Services	COMMUTER SURVEYS			2 yrs	GC §26202
13 HR/Commuter Services	DMV PULL NOTICE FILES			2 yrs	GC §26202

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CR Custodian of Record

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14 HR/Commuter Services	INCENTIVE CLAIM FORMS			When no longer required - Minimum 5 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC§26202
15 HR/Commuter Services	NEWSLETTERS AND POSTERS			5 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC§26202
16 HR/Commuter Services	TRACKING CALENDARS FOR ALL RIDESHARE PROGRAMS			5 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC§26202
17 HR/Commuter Services	TRANSIT FILES - Bus, Metrolink, OmniTrans (Applications, Payroll Deduction Forms, Correspondence -maintained by Provider)			When no longer required- Minimum 5 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC§26202
18 HR/Commuter Services	VAN POOL FILES - Mileage Logs			5 years	Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC 26202
19 HR/Commuter Services	VAN POOL FILES - Van Pool Member Files (Application, DMV Pull Notices, Payroll Deduction Forms, correspondence)			Van Pool Discontinued +5 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC §26202
20 HR/Commuter Services	VAN POOL FILES - Van Pool Member Log, Correspondence and e-mails			Van Pool Discontinued +5 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC§26202
21 HR/Commuter Services	VAN POOL Policy			Superseded + 5 years	Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC§26202
22 HR/Employee Benefits	BENEFIT PLANS / CONTRACTS (Health, Dental, Pension, etc.)			Plan & Separation + 5 years	Department Preference; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946,26201

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23	HR/Employee Benefits	COBRA	Yes, until Separation	Separation + 6 yrs	Department Preference; Statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSNADEA (Age) requires 3 years for promotion, demotion, transfer or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202; 29 USC 1113
24	HR/Employee Benefits	EMPLOYEE SUGGESTION PROGRAM - All records, except for database		2 years	GC§26201
25	HR/Employee Benefits	EMPLOYEE SUGGESTION PROGRAM - Database		Indefinite	Data is Interrelated; GC §26202
26	HR/Employee Benefits	OATHS OF OFFICE		Permanent	Department Preference; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §26202
27	HR/Employee Benefits	PERSONNEL FILES - "201 File" (Employees): Application, Loyalty Oath, 1-9, performance evaluations, Personnel Action Forms, Benefits, other formal communications between County & Employee (Wellness maintains Medical Records)	Yes	Separation + 10 years	Department Preference; Statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSNADEA (Age) requires 3 years for promotion, demotion, transfer, selection , or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202; 29 USC 1113
28	HR/Employee Benefits	SHORT TERM DISABILITY (STD) CASE MANAGEMENT FILES - Contractor maintains original records for the County		When no longer required	Contractor maintains original records for the County;GC §26201
29	HR/Employee Benefits	UNEMPLOYMENT INSURANCE: Claims		Final Disposition + 2 years	All State and Federal laws require retention until final disposition; State requires 2 years after action is taken; GC§12946,§26202
30	HR/Center for Employee Health & Wellness (CEHW)	DRUG TESTING - APPLICANTS: Positive Results or Refusals (not hired)		10 Years	Department preference. Phamatech Contract, Section B12.
31	HR/CEHW	DRUG TESTING - EMPLOYEES: Negative and positive results		Separation + 5 years	Federal requirement: DOT Rule 49 CFR Part 40 §40.333
32	HR/CEHW	EMPLOYEE FILES - With Exposure or Lifetime Awards confidential	Yes	30 Years	Department of Industrial Relations §3204(d)(B)
33	HR/CEHW	EMPLOYEE FILES - Without Exposure confidential	Yes	30 Years	Department preference.
34	HR/CEHW	EMPLOYEE SCHEDULES		2 Years	GC §26202
35	HR/CEHW	MASTER EMPLOYEE DATABASE RECORDS		Indefinite	GC §26202
36	HR/CEHW	MINUTES OF STAFF MEETINGS		2 Years	GC §26202
37	HR/CEHW	POLICIES AND PROCEDURES		Superseded + 6 years	HIPAA 24 CFR 164.530(j)
38	HR/CEHW	QUALITY CONTROL LOGS (Diagnostics)		2 Years	GC §26202

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39 HR/CEHW	SIGN-IN/SIGNATURE LISTS			2 Years	GC §26202
40 HR/CEHW	MEDICAL RECORDS - Non OSHA exams			Separation + 30 years	OSHA Standard 1910.1020(d)(1)(i)
41 HR/CEHW	MEDICAL RECORDS- Occupational Injury/Illness			Separation + 30 Years	Department of Industrial Relations §3204(d)(A)
42 HR/CEHW	MEDICAL RECORDS - Audiometric Results			Separation + 30 Years	OSHA Standard Interpretation letter, April 27, 2004.
43 HR/CEHW	MEDICAL RECORDS - Exposure Monitoring (Medical Surveillance)			Separation + 30 Years	OSHA Standard 1910.1020(d)(1)(i)
44 HR/CEHW	DOT COMMERCIAL DRIVER CERTIFICATION RECORDS			Separation + 3 Years	CFR Title 49 (B)(III)(B)Part 391(F) §391.53©
45 HR/Return to Work	ADA ACCOMODATIONS			Completion + 4 years	GC §26202/ 41 CFR 60-1.12 California Government Code § 12946
46 HR/Return to Work	TEMPORARY REASSIGNMENT/MODIFIED DUTY/INTERACTIVE ACCOMODATION PRACTICE: Documents			Completion + 4 years	GC §26202/ 41 CFR 60-1.12 California Government Code § 12946
47 HR/Equal Employment Opportunity (EEO)	DISCRIMINATION CLAIMS: Civil Rights Department or Equal Employment Opportunity Commission		5 year and older can be digitally archived for reference	Final Disposition +5 years	Department preference. EEOC : 29 CFR Part 1602 must retain all records related to the charge or action until final disposition of the charge or action. The date of final disposition means the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. CRD: Upon notice that a verified complaint against it has been filed under this part, any such employer, labor organization, or employment agency shall maintain and preserve any and all records and files until the later of the following: (1) The first date after the period of time for filing a civil action has expired. (2) The first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have terminated. District Court or, where such an action has been brought, the date on which such litigation is terminated.
48 HR/EEO	INTERNAL COMPLAINTS		5 year and older can be digitally archived for reference	Final Disposition +5 years	Department preference; State and Federal require retention until final disposition of formal complaints.
49 HR/EEO	EEO REPORTS		5 year and older can be digitally archived for reference	5 years	Department preference: § 1602.12 Records to be made or kept. The Commission has not adopted any requirement, generally applicable to employers, that records be made or kept. State of CA. CCR Tit. 2 Sec11013 has a 2 year retention for CEIR which EEO subsitutes for.
50 HR/EEO	EEO COMMISSION: Agendas, Notices, Postings			2 years	GC26202

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51	HR/EEO	EEO COMMISSION: Audio recordings of meetings			30 days or after Minutes are approved (whichever is longer)	County preference, State law requires only 30 days per Council policy A-11;GC54953.5(b)
52	HR/EEO	EEO COMMISSION: Minutes and Bylaws			3 years	Department preference
53	HR/Employment	APPLICANT TRACKING/ RECRUITMENT DATABASE			Eligibility List + 4 years	Eligibility Lists are for 6 months and 1 year and can be extended; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq., 29 CFR 1627.3(a)(5) and (6), 2 CCR 7287; 8 CCR §11040.7(c), GC §§12946, 26202
54	HR/Employment	APPLICATIONS FOR EMPLOYMENT: SUCCESSFUL (see Personnel Files)			Separation + 10 years	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 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC§§12946, 26202; 29 USC 1113
55	HR/Employment	APPLICATIONS FOR EMPLOYMENT: UNSOLICITED (No open positions)			When No Longer Required	Department Preference; No positions open; therefore not deemed to be an applicant, nor part of County recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; 2 CC (3)(c), 2 CCR 7287.0(b)(1), GC 26201
56	HR/Employment	CLOSED CERTIFICATIONS			4 years	EEOC/ FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 26202
57	HR/Employment	RECRUITMENT/EXAMINATION FILES: Includes brochure, advertisements, examination, score sheets,etc.			Eligibility List + 4 years	EEOC/ FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 26202
58	HR/Class & Comp	DIGITAL CLASSIFICATION STUDIES & SALARY SURVEYS: Conducted by San Bernardino County			When No Longer Required - Minimum 20 Years	Department preference; GC §26202
59	HR/Class & Comp	DIGITAL JOB DESCRIPTIONS/HISTORICAL JOB DESCRIPTIONS			When No Longer Required - Minimum 20 Years	Department preference; GC §26202
60	HR/Employee Relations/Labor Relations	BOARD OF SUPERVISORS CLOSED SESSIONS: Related to Personnel Matters			2 years	GC §26202
61	HR/Employee Relations	DISCIPLINARY ACTIONS (Non-Civil Service)	Yes; Until Disposition		Disposition + 4 years	Human Resources Director can grant removal or exceptions; EEOC/FLSA/ADEA require 3 (4) years from demotions or discharges State Law requires 2 years; 29 CFR 1637.3(b)(ii), GC § 12946
62	HR/Employee Relations/Labor Relations	GRIEVANCES (Non-Civil Service)	Yes; Until Disposition		Minimum of 7 years Disposition + 4 years	Department Preference for 2 MOU cycles (only required 2 years); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC § 12946
63	HR/Employee Relations/Labor Relations	UNION NEGOTIATIONS: notes/tapes			2 years	Department Preference; GC §26202
64	HR/Civil Service	CIVIL SERVICE APPEALS & HEARINGS	Yes; Until Disposition		Completion + 4 years	Department preference; EEOC/FLSA/ADEA require 3 years from demotions or discharges; State Law requires 2 years; 29 CFR 1637.3(b)(ii), GC § 12946

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66 HR/Civil Service	CIVIL SERVICE COMMISSION: Rules & Minutes	Yes		Creation + 4years	Department preference; EEOC/FLSA/ADEA require 3 years from demotions or discharges State Law requires 2 years; 29 CFR 1637.3(b)(ii), GC § 12946

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