

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Human Resources Department Records	Number: 22-2
	Effective Date: 10/17/2023
Departments Affected: All	Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References: Approved: Approved by City Council on: 10/17/2023

Overview: The Human Resources Department shall maintain records as needed for effective personnel administration. Human Resources Department records shall be retained and destroyed according to the record retention schedule in this policy.

Applicable to: All employees

Guidelines: Records will be maintained by the Human Resources Department and destroyed only when allowable and according to the record retention schedule. Human Resources records may include the items listed below:

- Classification, including specifications and studies.
- Complaints and grievances.
- Confidential Files, including confidential materials such as litigation, arbitration, investigations, etc.
- Eligibility to Work as demonstrated with identification and verified on an I-9 form.
- Employee Benefits, including health, life, vision, dental, employee assistance, deferred compensation, retirement, and disability.
- Labor Relations, including Memorandums of Understanding, notes of past bargaining, Council Closed Sessions, contracts, and unfair labor practices.
- Payroll Files/Records will be maintained by both the Human Resources Department and the Payroll Office.
- Personnel Files are official files with records specific to an individual employee. This category includes, but is not limited to, the official personnel file, non-official (department) personnel files, supervisor files, training files, payroll files, medical files, and workers' compensation files. Reference AP&P 22-3 for maintenance, access, and retention of these files.

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- Policies and Personnel Rules
- Position Allocation List (PAL) shows the current record of each position in the City as authorized by the City Council. If the position is unoccupied, the record shall clearly be designated as a vacancy.
- Recruitment Files, inclusive of documents related to the recruitment and filling of vacancies, will be maintained.
- Safety Records, including DOT drug testing, training, exposure, and OSHA compliance.

The City has authorized the destruction of any non-judicial public record, paper, or document that has been maintained for the required period, and has been determined that the retention of those records is no longer necessary.

Confidential and financial records should be destroyed by cross-shredding. The record retention schedule establishes only the minimum periods of retention, not the maximum periods. The Human Resources Department may extend those periods at their discretion. At no time should records be destroyed if there is pending litigation, pending audits, or historical significance.

References: California Public Records Act; Govt Code §6254, §6254.3, and §26201, disclosure of personal information; Labor Code §1198.5, inspection of personnel files; Code of Regulations §16020-16027 records.

Record Retention Schedule for Human Resources Department

Name/Description of Record	Total Retention	Applicable Law/ Comments	Method of Destruction
Applications and Resumes	2 years	FEHA requires 2 years – this includes unsolicited resumes	Shred
Arbitration cases	5 years after separation		Shred
Personnel Rules Meet & Consult	2 years after bargaining		Shred
Bargaining Notes	4 years after bargaining		Shred
Benefit appeals from plan participants on claims and eligibility denials	Active, plus 5 years		Shred
Resolutions (related to Personnel actions)	Prior fiscal year, plus current	Originals on file with City Clerk	Recycle
Budget Account Files	2 prior fiscal years plus current		Recycle
Class Specifications	Retain 1 copy of obsolete specs for reference	Retain 1 copy of obsolete specs for reference	Recycle
Classification Studies	10 years after adoption by the City Council		Recycle
Classification Study Notes	1 year after City Council adoption		Shred
Complaints	5 years after separation		Shred
Consultants Reports	5 years		Recycle

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Name/Description of Record	Total Retention	Applicable Law/ Comments	Method of Destruction
Correspondence Files for Departments, Vendors, Bargaining Units	5 years		Shred
CPR/First Aid Training Records	4 years	Certificates are only good for 3 years	Shred
Damage Recovery files (Personnel Office only)	Active plus 1 year		Shred
DOT Drug Testing	5 years	Omnibus Transportation Employee Testing Act	Shred
Driver Training Participant records	Maintain certificate in employee personnel file		Shred
Eligibility Lists	2 years	FEHA requires 2 years	Shred
Employee Exposure Records	30 years after termination		Shred
Enrollment forms for the Medical, dental, vision, life insurance plans, including birth and marriage certificates, student status verifications, and court orders	4 years plus current year		Shred
First Aid records of injuries causing loss of work time	5 years	ADEA mandate	Shred
Grievances	5 years after separation		Shred
HIPAA Certificates to employees and dependents verifying term of coverage under the Plan upon termination of medical coverage	5 years after employee separates		Shred
I-9 Immigration forms	3 years after separation (maintained in personnel file)	IRCA requires 3	Shred
Labor Relations Policy Memos	Active plus 3 years		Recycle
Layoff and Recall notices	2 years from issuance	2 years mandated by FEHA	Shred
Material Safety Data Sheets (Personnel Office only)	Current		Recycle
Medical records: Agility testing; fitness for duty; any documents containing descriptions of medical conditions, including Doctor's notes describing specific illnesses or conditions <i>Medical Records Must Be Kept in Separate File from Personnel File</i>	5 years after termination	CA Admin Code 70723(c) and 70725 require health records to be maintained 3 years after termination	Shred
MOUs, Unrepresented Resolutions	8 years after termination	ADEA requires 3 years retention	Recycle
Personnel Action Forms	7 years		Shred
Personnel Files	7 years after separation		Shred
Personnel Requisitions	2 years after position filled, unless disputed	EEO specifies 2 years or if charges brought until disposition.	Recycle
Position Allocation Lists	Electronic versions and records of changes for 5 years		Recycle

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Name/Description of Record	Total Retention	Applicable Law/ Comments	Method of Destruction
Pre-employment physicals, fitness for duty	5 years after separation		Shred
Public Records Act Requests	5 years		
Recruitment ads, job opening notices	2 years from placement	2 years mandated by FEHA	Recycle
Salary Ordinance Amendments	Until superseded	Originals on file with City Clerk who maintains current ordinance files	Recycle
Salary Surveys	4 years after bargaining		Shred
Salary Tables	8 years after effective date	FEHA and FLSA require 2 years	Recycle
Time Cards	NA	Maintained in Payroll software system	Shred
Time Off Requests	NA	Maintained in Payroll software system	Shred
Training Records	Current employee - maintain a training certificate in employee personnel file - 5 years after separation	FEHA – mandates two years	Shred
Training Registration Forms	Destroy after class held, unless dept is billed for non-attendance	If dept is billed, follow retention period for budget account files	Shred
Travel Requests	NA	Maintained in Administration Office	Shred
Unfair Labor Practices	5 years after separation		Shred
Vehicle Accident Reports (Personnel Office Only)	5 years		Shred
Workers Comp <i>accident reports, claims, declinations and correspondence</i>	Active, plus 10 years, indefinitely if there is a future medical liability		Shred