

## HUMAN RESOURCES RECORDS RETENTION AND DESTRUCTION SCHEDULE



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**Director's Office** = Office of the Human Resources Director    **WFD** = Workforce Development Division    **ADM** = Administration    **CCD** = Classification and Compensation Division  
**WCD** = Workers' Compensation Division    **CS-HR** = Client Services Consulting    **SHR** = Selection and Hiring Resources (operations and exams teams)    **PST** = Public Safety Team  
**EEO** = Equal Employment Opportunity    **ERD** = Employee Relations Division

<sup>1</sup>**Category 1: Permanent Retention:** Records that are permanent or essential shall be retained and preserved indefinitely.  
**Category 2: Current Records:** Are records, which for convenience, ready reference, or other reasons are retained in the office space and equipment of the Department for a minimum of 2 years.  
**Category 3: Storage Records:** Are records that are retained offsite.  
**Category 4: No Retention Required:** Documents and other materials that are not "records" as defined by Administrative Code Section 8.1, need not be retained unless retention is otherwise required by local law or by the Record Retention and Destruction Schedule.

CITYWIDE or DHR?	RECORD CATEGORY	DIVISION	RECORD TITLE/DESCRIPTION	DOCUMENT LINK	RETENTION CATEGORY <sup>1</sup>	RETENTION PERIOD (total)	(on site)	(off site)	REMARKS
DHR	Administrative	ADM	Budget files		4	5 yrs.			Maintained electronically in F\$P
DHR	Administrative	ADM	Contracts/agreements (non-MOU)		4	7 yrs. after term of agreement unless longer as required by State or Federal law			Maintained electronically in F\$P
DHR	Administrative	ADM	Purchase orders		4	5 yrs. after final payment			Maintained electronically in F\$P
DHR	Administrative	ADM	Requests for proposals (RFPs), requests for qualifications (RFQs); responses to RFPs and RFQs and scoring records		4	7 yrs. after the term of the agreement unless longer as required by State or Federal Law			Maintained electronically in F\$P
DHR	Administrative	ADM	Tuition reimbursement claims		2	5 yrs.			
DHR	Administrative	ADM	Work orders and payments		4	5 yrs.			Maintained electronically in F\$P
DHR	Administrative	ADM, SHR-Ops, WCD	Computer systems' documents (includes: business process flows/narratives, functional and technical specifications, change requests, incident reports, test plans)		2	5 yrs. or until replaced/superseded, whichever is longer			
DHR	Administrative	ADM, SHR-Ops, WCD	Computer systems' training materials, infrastructure diagrams and security policies		1	5 yrs. or until replaced/superseded, whichever is longer			
DHR	Administrative	All divisions	Correspondence not requiring follow-up and draft correspondence		4	none			
DHR	Administrative	All divisions	Correspondence requiring follow-up/formal correspondence, misc.		2	5 yrs.			
DHR	Administrative	All divisions	Financial records, miscellaneous		2	5 yrs.			
DHR	Administrative	All divisions	Interdepartmental correspondence		2	5 yrs.			
DHR	Administrative	All divisions	Informational or informal memoranda, misc.		2	5 yrs.			
DHR	Administrative	All divisions	Training materials, videos, etc. (DHR - created)		2	5 yrs. or until no longer useful/ applicable/ current			
DHR	Administrative	All divisions	Audit reports		1	Permanent			

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23	DHR	Administrative	All divisions as applicable, with copies to ADM	Contract correspondence		2	2 yrs. after term of agreement has expired or 5 yrs. total, whichever is longer			
24	DHR	Administrative	All divisions as applicable, with copies to ADM	Contracts - exchanged drafts		2	4 yrs. or through term of agreement, whichever is longer			
25	CITYWIDE	Administrative	All divisions, with copy to Director's Office	Memoranda, (e.g., ADA, EEO complaints, HRPPM, compensation-related, etc.)		1	Permanent			
26	DHR	Administrative	All divisions, with copy to Director's Office	Publications, DHR reports (excluding DHR annual reports)		2	5 yrs.			Also Considered historical documents under Admin Code Section 8.16
27	DHR	Administrative	All divisions, with copy to Director's Office	Advice letters from the City Attorney's Office regarding personnel matters		1	Permanent, unless or until superseded			
28	DHR	Administrative	All divisions, with copy to Director's Office	Advice letters from DHR divisions or Director's Office		1	Permanent, unless or until superseded	Permanent		
29	CITYWIDE	Compensation / Labor	CCD	Suspension "Z" symbol requests and approvals		2	5 yrs.			Department of Human Resources Policy
30	CITYWIDE	Compensation / Labor	CCD	Supervisory differential		2	5 yrs.			Department of Human Resources Policy
31	CITYWIDE	Compensation / Labor	CCD	Requests and approvals for pay for performance, Local 21 exemplary performance pay, Local 21 extended ranges and MCCP range B and C post-employment adjustments		2	5 yrs.			Department of Human Resources Policy
32	CITYWIDE	Labor	CCD	Appointment above entrance documents		2	5 yrs.			Department of Human Resources Policy
33	DHR	Civil service / Administrative	CCD	Amendment to class plan		2	5 yrs. after action			
34	DHR	Labor	CCD	Compensation manuals		1	Permanent			Also an historical document under Admin Code Section 8.16
35	DHR	Labor	CCD	Salary standardization ordinances		1	Permanent			
36	DHR	Labor	CCD	Salary standardization ordinances		1	Permanent			
37	DHR	Civil service / Administrative	CCD	Classification plan (includes position approvals and classification postings)		1	Permanent			Charter Sec. 10.102
38	DHR	Civil service / Administrative	CCD	Classification manual		1	5 yrs. after superseded			
39	CITYWIDE	Civil service / Administrative	CS-HR	Additional employment requests and approvals		2	7 yrs.			San Francisco Campaign and Governmental Conduct Code Article 3, Chapter 2; Civil Service Rule Series (CSR) 018, Conflict of Interest
40	CITYWIDE	Civil service / Administrative	CS-HR	Layoff records		2	7 yrs.			Department of Human Resources Policy

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41	CITYWIDE	Civil service / Administrative	CS-HR	Special condition requests and posting of exceptions to the order of layoff		2	5 yrs. after action/approval			Department of Human Resources Policy
42	CITYWIDE	Civil service / Administrative	CS-HR	Post-referral selection documents		2, 3	5 yrs.	1 yr.	4 yrs.	Department of Human Resources Policy
43	DHR	Administrative	CS-HR	Annual Salary Ordinance		1	Permanent			Also an historical document under Admin Code Section 8.16
44	DHR	Administrative	CS-HR	Fitness for duty requests and related documents		2	5 yrs.			
45	DHR	Civil service / Administrative	CS-HR	Administrative changes to the Annual Salary Ordinance and related documents		2	2 yrs. after action			
46	DHR	Civil service / Administrative	CS-HR	Salary ordinance amendments		2	2 yrs. after action			
47	CITYWIDE	Civil service / Administrative	Director's Office	Administrative files for employees. These files are separate from the official employee personnel file (OEPF) and contain personnel related records not maintained in the OEPF, including: discrimination complaints and related documents; grievances; medical records; FMLA records; conflict of interest statements; workers' compensation records; Rule 115 appointment information, etc.	<a href="https://sfgov.org/civilservice/sites/default/files/2007%20Updated%20Citywide%20Employee%20Personnel%20Records%20Guidelines.pdf">https://sfgov.org/civilservice/sites/default/files/2007%20Updated%20Citywide%20Employee%20Personnel%20Records%20Guidelines.pdf</a>	2	7 yrs. following separation if there is no litigation or review by a regulatory agency pending	During term of employment		Civil Service Commission Policy FMLA Recordkeeping—29 CFR § 825.500 (a) and (b) CFRA Recordkeeping—2 CCR § 7287.0 (c)
48	CITYWIDE	Civil service / Administrative	Director's Office	Civil service appeals and staff reports		2	5 yrs.			Department of Human Resources Policy
49	CITYWIDE	Civil service / Administrative	Director's Office	Medical records including: pre-employment medical exam records; fitness for duty records; catastrophic illness documents; psychological testing results	<a href="https://sfgov.org/civilservice/sites/default/files/2007%20Updated%20Citywide%20Employee%20Personnel%20Records%20Guidelines.pdf">https://sfgov.org/civilservice/sites/default/files/2007%20Updated%20Citywide%20Employee%20Personnel%20Records%20Guidelines.pdf</a>	2	7 yrs. following date of separation if there is no pending litigation or review by a regulatory agency			Civil Service Commission Policy. See also employee administrative files
50	DHR	Administrative	Director's Office	DHR Annual Reports		1	Permanent			Also an historical document under Admin Code Section 8.16
51	DHR	Administrative	Director's Office	Calendar (Director)		4	30 days			Admin Code Sec. 67.29
52	DHR	Administrative	Director's Office	Communications from the Human Resources Director to external entities (chron file)		2	5 yrs.			
53	DHR	Administrative	Director's Office	Employee Handbook		2	5 yrs.			
54	DHR	Administrative	Director's Office	Grand jury investigations		4	10 yrs.			
55	DHR	Administrative	Director's Office	Lease files		2	1 yr. after expiration of lease			
56	DHR	Administrative	Director's Office	Legislative drafts		4	none			

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57	CITYWIDE	Civil service / Administrative	Director's Office & CS-HR	Official employee personnel files (OEPF) (Includes: employment history information, application materials, acting assignments, ADA accommodation requests, requests for additional employment, performance evaluations, training documents, subpoenas for personnel records, etc.) NOTE: MOU provisions may apply.	<a href="https://sfgov.org/civilservice/sites/default/files/2007%20Updated%20Citywide%20Employee%20Personnel%20Records%20Guidelines.pdf">https://sfgov.org/civilservice/sites/default/files/2007%20Updated%20Citywide%20Employee%20Personnel%20Records%20Guidelines.pdf</a>	2 (unless the employee is transferred/appointed to another department)	7 yrs. following date of separation if there is no pending litigation or review by a regulatory agency. A personnel file may not be destroyed until an employment history form is created.	On-site storage during term of employment		Civil Service Commission Policy (For more information on what documents constitute "Personnel Files," for inclusion in the OEPF go to <a href="http://www.sfgov.org/Civil_Service">www.sfgov.org/Civil_Service</a> )
58	DHR	Administrative	Director's Office, ADM, WCD	Accounting records (cash receipts, invoices, accounts payable, bank reconciliation records)		2,3	5 yrs.	2 yrs.	3 yrs.	GC34090; 26 CFR 16001-1
59	DHR	Administrative	Director's Office, EEO	Internal discrimination complaints (files, investigative reports, etc.)		2	3 yrs. after separation for misc. employees or 5 yrs. for safety employees			GC 12946; 29 CFR 1602; 29 USC 211 (e); 203 (m); 207 (g)
60	DHR	Administrative	Director's Office, WFD	Attendance records of training workshops (non-DHR employees/non-direct service department employees)		2	5 yrs.			
61	CITYWIDE	EEO	EEO	ADA accommodation requests and related	<a href="https://sfgov.org/civilservice/sites/default/files/2007%20Updated%20Citywide%20Employee%20Personnel%20Records%20Guidelines.pdf">https://sfgov.org/civilservice/sites/default/files/2007%20Updated%20Citywide%20Employee%20Personnel%20Records%20Guidelines.pdf</a>	2, 3	7 yrs. following separation if there is no litigation or review by a regulatory agency pending	On-site storage during term of employment		Civil Service Commission policy, 29 CFR § 1602.31 and 2 CCR § 11013 a
62	CITYWIDE	EEO	EEO	Workforce composition reports		2	Until superseded. DHR maintains permanent files			
63	DHR	Administrative	EEO	EEO diversity plans		1	Permanent			
64	DHR	Administrative	EEO	Exempt employment of severely disabled persons per civil service rule 115 (recruitment, appointment and transition records)		2	5yrs			
65	DHR	Administrative	EEO	External departments -- EEOC, DFEH discrimination complaint files, departmental responses		2,3	7 yrs.	3 yrs.	4 yrs.	
66	CITYWIDE	Compensation / Labor	ERD	Acting assignment documents		2	5 yrs.			Department of Human Resources Policy
67	CITYWIDE	Labor	ERD	Meet-and-confer/bargaining history files (proposals, notes, etc.)		1	Permanent	Current MOU and 2 Previous MOUS		Department of Human Resources Policy. Civil Service Commission Policy provides that unfair labor practice complaints or contract disputes may be destroyed 10 years after date of resolution if there is no litigation or review by regulatory agency pending
68	CITYWIDE	Labor	ERD	Memoranda of Understanding		1	Permanent			
69	CITYWIDE	Labor	ERD	Settlement agreements		1	Permanent			
70	DHR	Administrative	ERD	Grievance files		2	10 yrs.			

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71	DHR	Labor	ERD	Arbitration awards/PERB decisions		1	Permanent			
72	DHR	Labor	ERD or CCD	Quarterly reports on economic agreements		2	5 yrs.			
73	DHR	Civil service / Administrative	SHR-Exams	Bilingual proficiency test records, appeals		2	5 yrs.			
74	CITYWIDE	Civil service / Administrative	SHR-Exams, PST	Exam administration through list inspection records (includes: test item/scoring/adverse impact analysis, candidate show/pass/fail information, exam notes and audio/video recordings, ratings, rater background information, rater confidentiality forms, scoring notes, rating sheets/forms, candidate inspection sheets, proctor instructions, test administration/rating protests, passing point analysis, etc.)		2, 3	5 yrs unless there is pending litigation or review by a regulatory agency. [2 yrs. if announcement issued but cancelled or no eligible list to be created.]	1 yr.	4 yrs.	Department of Human Resources/City Attorney Policy
75	CITYWIDE	Civil service / Administrative	SHR-Exams, PST	Exam development (includes job analysis data, test plan design, SME meeting documentation, SME confidentiality forms, validity evidence/test validity appeals, etc.; does not include exam announcements)		2, 3	5 yrs unless there is pending litigation or review by a regulatory agency. [2 yrs. if announcement issued but cancelled or no eligible list to be created.]	1 yr.	4 yrs.	Department of Human Resources/City Attorney Policy. [Note: Civil Service Commission Policy provides that recruitment files, including applications and resumes of applicants, may be destroyed after three years if there is no litigation or review by regulatory agency pending]
76	CITYWIDE	Civil service / Administrative	SHR-Exams, PST	Job / exam announcements (exam notices)		2,3	10 yrs.unless there is pending litigation or review by a regulatory agency.	2 yrs.	8 yrs.	Department of Human Resources Policy.
77	CITYWIDE	Civil service / Administrative	SHR-Exams, PST	Job exam applications		2,3	3 yrs.	1 yr.	2 yrs	Civil Service Commission Policy provides that applications and resumes of applicants may be destroyed after three years if there is no litigation or review by regulatory agency pending.
78	DHR	Administrative	SHR-Exams, PST	Requests, documents, approvals for provisional appointments, including dept. notes		2	2 yrs.			
79	CITYWIDE	Administrative	SHR-Ops	Subsequent arrest records (non-peace officers)		2	Destroy immediately after review			Department of Human Resources Policy
80	CITYWIDE	Civil service / Administrative	SHR-Ops	Eligible list and certification of eligibles		2, 3	5 yrs.	1 yr.	4 yrs.	Department of Human Resources Policy
81	CITYWIDE	Civil service / Administrative	SHR-Ops	Conviction history records/Self-disclosures in personnel files (OEPF)		4	Destroy immediately			
82	DHR	Administrative	SHR-Ops	Subpoena documents		1	5 yrs.			
83	DHR	Administrative	SHR-Ops	Subsequent arrest records (non-peace officers)		2	Duration of employment	On-site storage during term of employment		
84	DHR	Civil service / Administrative	SHR-Ops	Conviction history records		2	Duration of employment	On site storage during term of employment		

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85	DHR	Civil service / Administrative	SHR-Ops	LiveScan forms		2	3 yrs.	3 yrs.		In compliance with DOJ regulations
86	DHR	Administrative	WCD	Workers' compensation claim files (including settlement agreements and invoices)		1 or 2 (depending on the circumstances)	5 yrs. after closed or inactive; but indefinitely if it is a case where future medical care is awarded			Electronic claim files are held indefinitely. Closed/settled files will have essential documents uploaded to the electronic file, then destroyed after the retention period expires.
87	DHR	Administrative	WCD	Catastrophic Illness Program forms		1 or 2 (depending on the circumstances)	5 yrs. after closed or inactive; but indefinitely if it is a case where future medical care is awarded			Electronic Catastrophic Illness Program files are held indefinitely. Closed files will have essential documents uploaded to the electronic file, then destroyed after the retention period expires.
88	DHR	Administrative	WCD	Actuarial studies		2	5 yrs.			
89	DHR	Administrative	WCD	Agenda, notices and minutes of board or committee meetings		1	Permanent			Admin Code Sections 8.16 and 67
90	DHR	Administrative	WCD	Annual Report (self insurers)		1	Permanent			
91	DHR	Administrative	WCD	Audio recording of policy body meetings		1	Permanent			Admin. Code Sec. 67.14
92	DHR	Administrative	WCD	State and outside audit		2	5 yrs.			
93	DHR	Administrative	WCD	Check copy images		2	7 yrs.			Images for checks issued on or after 7/1/2018 are retained electronically by US Bank for a seven year period.