

**RECOMMENDED RETENTION PERIODS**

**1614**

(Revised 12/13)

CalRIM provides recommended retention periods for: Records Management, Personnel and Payroll, Delegated Testing, Fiscal, Information Technology, Administrative, e-mail and records that are common to most offices. Use them when setting up your Records Retention Schedules form, STD 73. For the recommended retention periods, visit the section “Recommended General Records Retention” on the CalRIM Website at: <http://www.dgs.ca.gov/osp/Programs/CalRIM.aspx>.

**PERSONNEL RECORDS**  
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Most of the general retention periods for personnel records were developed by the Personnel Officers Council or the Personnel Assistance Association. They are based upon the experience of many agencies, and take into account the length of time copies of these documents are kept by the State Personnel Board. You are encouraged to notify CalRIM about any laws, policies, or regulations that may impact the retention of personnel records.

**FISCAL RECORDS**  
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**1614**

The general retention periods for fiscal records are based upon the experience of many agencies, and take into account the length of time copies of these documents are kept by the State Controller, the State Treasurer, and the Department of Finance. These agency records are available for your use.

It is not practical to establish general retention periods for such records as General Journal, General Ledger, and various trust documents including cash trust checks. Although these are widely used, each agency must evaluate their retention periods in terms of its own needs. When doing so, consider any statutes of limitations.

**INFORMATION TECHNOLOGY**  
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**1614**

These guidelines were developed using the knowledge and background of subject matter experts and Records Management professionals. They are presented for your reference in establishing retention standards for your program records. These guidelines need to be considered in context with advice from your agency counsel. Should you decide that a different retention is necessary for your program, please communicate these changes to the CalRIM Program staff. In any event, your records retention strategy needs to be well documented, closely followed and available for examination should the opportunity for litigation occur.