

## GENERAL RETENTION SCHEDULE FOR PAYROLL/PERSONNEL RECORDS

GROUP NUMBER	FORM	DESCRIPTION OF RECORDS	RECOMMENDED RETENTION PERIOD
1.	CD 37	Payroll Transaction	Retain for two years from end of pay period involved. Then retain two more years or until audited, whichever occurs first.
2.	CD 38	Payroll Warrant Register	Retain for two years from end of pay period involved. Then retain two more years or until audited, whichever occurs first.
3.	CD 46	Shift Differential	<p><b>Document Retention"</b> Agencies: Retain for five years from pay period involved.</p> <p><b>All Other Agencies.</b> Retain for two years from end of pay period involved. Then retain two more years, or until audited, whichever occurs first.</p>
4.	CD 48	Student Assistance Attendance Report	<p><b>"Document Retention"</b> Agencies: Retain for five years from pay period involved.</p>
5.	CD 66	Report of Exceptions	Retain for two years from end of pay period involved. Then retain two more years or until audited, whichever occurs first.

6.	HBD 12	Health Benefit Plan	Retain as "Current" until superseded or canceled.
7.	HBD 21	Health Benefits Plan for Direct Payment While in Nonpay Status	Retain as "Current" until superseded or canceled.
8.	HBD 38	Health Benefits Plan Health Statement Enrollment	Retain as "Current" until superseded or canceled.
9.	PERS-155	Notice of Change and/or Certification of Contribution Rate	Retain as "Current" until employee separates from state service. Then retain according to type of separation. See Item 76.
10.	PERS-283	Certification of Correction-Member Contribution and Collections Due	Retain as "Current" until employee separates from state service. Then retain according to type of separation. See Item 76.
11.	SCIF 3067	Report of Occupational Injury or Illness	Retain as "Active" until settlement of the claim or closing of the case. Then retain for two years. DO NOT file in employee's Official Personnel folder.
12.	SPB 100-125	Request for TAU Authorization	Retain for one year from effective date of appointment.
13.	SPB 300-903	Deep Class Alternative Substantiation	Retain for three years or until audited by the State Personnel Board, whichever occurs first.
14.	SPB 215	Application for Temporary Employment (This retention period date applies to applications for a specific	<b>Employee Hired-</b> Retain for two years following appointment date.

		vacancy. Retention of "casual" applications is optional to the agency.)	<b>Not Hired</b> -Retain two years after completion of interview process.
15.	STD. 241	Beneficiary Designation (PERS)	Retain as "Current" until superseded or canceled.
16.	STD. 242	U.S. Savings Bonds Purchase/Payroll Deduction Authorization	Retain as "Current" until superseded or canceled.
17.	STD. 243	Designation of Persons Authorized to Receive Warrants	Retain as "Current" until superseded or canceled.
18.	STD. 261	Authorization to Use Privately Owned Vehicle	Retain as "Current" until superseded or canceled.
19.	STD. 268	Accident Report (Other than Motor Vehicle)	Retain as "Active" until settlement of the claim or closure of case. DO NOT file in employee's Official Personnel folder.
20.	STD. 277	Savings Plus Enrollment Authorization	Retain as "Current" until superseded or canceled.
21.	STD. 278	Superior Accomplishment Award Recommendation	Retain for three years or until audited by the Merit Award Board, whichever occurs first.
22.	STD. 407	Change in Payroll Header	Retain for two years from end of fiscal year involved. Then retain two more years or until audited, whichever occurs first (maximum of four years).
23.	STD.	Authorization for Payment of	Retain as "Current" until

	410	Premiums for Government Life Insurance by Payroll Deduction	superseded or canceled.
24.	STD. 456	Personnel/Payroll Transaction (CSU only) (three-part turnaround)	<p><b>"Document Retention"</b>  <b>Campuses:</b> Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered to the State Controller's Employment History Data Base.</p> <p><b>All Other Campuses:</b>  Retain pending copy of STD. 456A until turnaround is received.</p>
25.	STD. 456A	Personnel/Payroll Transaction (CSU only) (three-part padded)	<p><b>"Document Retention"</b>  <b>Campuses:</b> Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered to the State Controller's Employment History Data Base.</p> <p><b>All Other Campuses:</b>  Retain pending copy of STD. 456A until turnaround is received.</p>
26.	STD. 457	Student Payroll Action Request (CSU only)	<p>"Document Retention"  Campuses: Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered to the State Controller's Employment History Data Base.</p>

			All Other Campuses: Retain as "Current" until status changes.
27.	STD. 603	Report of Absences Without Pay	<b>Document Retention Agencies:</b> Retain for five years from pay period involved.  All other Agencies: Retain for two years after Pay Period involved. Then retain two more years or until audited, whichever occurs first (maximum of four years).
28.	STD. 607	Change in Established Position	Retain for two years from end of fiscal year involved. Then retain for two more years or until audited, whichever comes first (maximum of four years).
29.	STD. 608	Established Position	Retain as "Current" until Record (Permanent) position is abolished or reclassified. Then retain for two years from end of fiscal year involved.
30.	STD. 608A	Established Position Record	Retain as "Current" until Record (Temporary) position is abolished or reclassified. Then retain for two years from end of fiscal year involved.
31.	STD. 610HQ	Health Questionnaire/Medical Report	Retain as "Active" until employee separates from state service. Then retain for FIVE YEARS after

			separation. NOTE: Medical records must be kept in a sealed envelope.
32.	STD. 610	Health Questionnaire	Retain as "Active" until employee separates from state service. Then retain for FIVE YEARS after separation. NOTE: Medical records must be kept in a sealed envelope.
33.	STD. 610HQ	Medical Examination Report and Supplemental Information Dealing with Exposure to Toxic Substances or Harmful Physical Agents	Retain as "Active" until employee separates from state service. Then retain for THIRTY YEARS after separation. NOTE: Medical records must be kept in a sealed envelope.
34.	STD. 611	Employee Record	Retain as "Active" until employee separates from state service. Then retain according to type of separation. See Item 76.
35.	STD. 612	Employee Transfer Data	Retain as "Active" until employee separates from state service. Then retain according to type of separation. See Item 76.
36.	STD. 613	Position Justification	Retain as "Active" until superseded, then retain two years from end of fiscal year involved. Then retain two more years or until audited, whichever occurs first (maximum of four

			years).
37.	STD. 616	Standard Clearance and Waiver	Retain for three years or until audited by the State Personnel Board, whichever occurs first.
38.	STD. 619	Industrial Disability Benefits Information	Retain as "Active" until superseded.
39.	STD. 625	Classification and/or Certification Request	Retain for three years or until audited by the State Personnel Board, whichever occurs first.
40.	STD. 630	Employee Contract Grievance	Retain as "Active" until the problem is resolved. Then retain for three years from the date of resolution. DO NOT file in the employee's Official Personnel folder.
41.	STD. 634	Absence and Additional Time Worked	Retain for four years.
42.	STD. 636	Report of Performance for Probationary Employee	Retain first, second, and final report until superseded by first STD. 637 (Individual Development Plan). EXCEPTION: If there is evidence of possible adverse (punitive) action, retain all three for three years plus current report. (Government Code 19365 permits adverse action within three years of cause.)
43.	STD. 637	Performance Appraisal/Individual Development Plan	Retain as "Current" until superseded. EXCEPTION: If there is evidence of possible

			adverse (punitive) action, retain three years.
44.	STD. 639	Salary Garnishment	Retain as "Active" until garnishment is satisfied. Then retain for four years from end of pay period involved or until audited, whichever occurs first.
45.	STD. 644	Annual Statement of Leave Credits	Retain for four years from date of statement.
46.	STD. 645	Employee Suggestion (MAB)	Retain for three years from date of final decision by the Merit Award Administrator.
47.	STD. 645a	Suggestion Evaluation Report	Retain for three years from date of final decision by the Merit Award Administrator.
48.	STD. 650	Miscellaneous Deduction Change Report	Retain for two years from end of pay period involved.
49.	STD. 651	Employee's Job Description	Retain as "Current" until superseded. Then retain as necessary for operations history.  NOTE: Job description for a seasonal clerk may be kept in the Official Personnel folder. A copy may be kept at the job site.
50.	STD. 664	Certification of Eligibles	Retain for three years or until audited by the State Personnel Board, whichever occurs first.

51.	STD. 673	Report of Extra Hours To Be Paid	<p><b>"Document Retention"</b> Agencies: Retain for five years from pay period involved.</p> <p><b>All Other Agencies:</b> Retain for two years from pay period involved. Then retain two more years or until audited, whichever occurs first (maximum of four years).</p>
52.	STD. 674	Payroll Adjustment Notice	<p><b>"Document Retention" Agencies/Campuses:</b> Retain for five years from pay period involved.</p>
53.	STD. 675	Supplementary Wage Deductions (Moving Expenses, etc.)	<p><b>All Other Agencies/Campuses:</b> Retain for two years from pay period involved. Then retain two more years or until audited whichever occurs first (maximum of four years).</p>
54.	STD. 676	Non-USPS Adjustment Request (Fringe Benefit/Employee Business Expense)	Retain as "Current" until end of tax year of transaction. Then retain for four years.
55.	STD. 678	Examination Application (This retention period applies to applications for a specific vacancy. Retention of "casual" applications is an optional process to the agency.)	<p><b>Employee Hired-</b> Retain for two years following appointment date.</p> <p><b>Not Hired-</b> Retain for two years after completion of interview process.</p>
56.	STD.	Personnel Action Request	Retain as "Current" until

	680	(three-part turnaround) (Civil Service only)	end of tax year of transaction. Then retain for four years.
57.	STD. 680A	Personnel Action Request	"Document Retention" Agencies: Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered into the State Controller's Employment History Data Base.
58.	STD. 682	Authorization for Extra Hours	<b>"Document Retention"</b> <b>Agencies:</b> Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered into the State Controller's Employment History Data Base.  <b>All Other Agencies:</b> Retain as "Current" until status changes and new turnaround received.
59.	STD. 683	Authorization for Compensating Time Off	Retain for two years from end of pay period involved. Then retain for two more years or until audited, whichever occurs first (maximum of four years).
60.	STD. 686	Employee Action Request	<b>"Document Retention"</b> <b>Agencies/Campuses:</b> Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was

			<p>key entered to the State Controller's Employment History Data Base.</p> <p><b>All Other Agencies/Campuses:</b> Retain as "Current" until status changes.</p>
61.	STD. 687	Separation/Disposition of PERS Contributions	Retain per type of separation. See Item 76.
62.	STD. 688	Oath of Office	Retain as "Current" until employee separates from state service. Then retain according to type of separation. See Item 76.
63.	STD. 689	Oath of Allegiance/Permission to Work	Retain as "Current" until employee separates from state service. Then retain according to type of separation. See Item 76.
64.	STD. 691	Dental Enrollment Plan Authorization	Retain as "Current" until superseded or canceled.
65.	STD. 696	Dental Plan Direct Payment Authorization	Retain as "Current" until superseded or canceled.
66.	STD. 698	Life Insurance Enrollment Authorization	Retain as "Current" until superseded or canceled.
67.	STD. 730	Statement of Economic Interests	Retain as "Current" until superseded or canceled.
68.	STD. 912	Military Service Declaration	Retain until employee separates from state

			service. Then retain according to type of separation. See Item 76.
69.		Adverse (Punitive)	Retain for three years or whatever is stipulated in the agreement.
70.		Class Specifications	
		A. General	Retain as "Current" until superseded or canceled.
		B. Unique to an Agency	Retain as "Current" until superseded or canceled. Then retain an appropriate number of years for history file as required by the agency.
71.		Correspondence (related to a specific employee)	
		A. Job-related	Retain no longer than three years from date of issue, giving due consideration to timeliness, relevance, and necessity.
		B. Layoff	Retain five years after employee separates.
		C. Workers Compensation	Retain as "Current" until settlement of the claim or closure of the case. Then retain two years. Do not file in employee's Official Personnel folder.
72.		Emergency Form Indicating	Retain as "Current" until

		Whom to Notify in Case of Emergency	superseded or canceled.
73.		Employee Designation of Physician in Case of On-the-Job Injuries	Retain as "Current" until superseded or canceled.
74.		Examination of Announcements	
		A. Departmental	Retain as "Current" until superseded or canceled.
		B. Other Departments	Retain as "Current" until superseded or canceled.
		C. Servicewide	Retain as "Current" until superseded or canceled.
75.		Grievances (Merit Issue)	Retain as "Active" until the Problem is resolved. Then retain for three years from date of resolution. Do not file in employee's Official Personnel folder.
76.		Official Personnel Folder	Retain as "Active" until employee separates from state service. Then retain according to type of separation. See Item 76.
77.		Revolving Fund Forms	Retain for two year from end of pay period involved. Then retain two more years or until audited, whichever occurs first (maximum of four years).

78.		Separation Records	
		A. Resignation without Fault, Voluntary Retirement, Rejection on Probation	Retain for five years from effective date of separation.
		B. Layoff	Retain for five years from effective date of separation.
		C. Disability Retirement, Terminal by Disciplinary Action, Resignation with Fault, AWOL	Retain until person reaches age 70.
79.		State Service Reconciliation Forms/Cards	Retain as "Active" until employee separates from state service. Then retain according to type of separation. See Item 76.
80.		Subject to Proper Placement Letter	Retain as "Active" until employee separates from state service. EXCEPTION: If the State Personnel Board Medical Officer or his/her designee determines that employment restrictions no longer apply, the letter shall be destroyed. NOTE: Medical records must be kept in a sealed envelope.
81.		Tax Sheltered Annuity Forms	Retain as "Current" until superseded or canceled.
82.		NOPA (Notice of Personnel Action)	Retain as "Current" until superseded or canceled.