

County Executive Office - Human Resources
Recommended Retention Schedule for Personnel-Related Records

Record	Retention Period	Basis of Retention Period
Records relating to hiring and promotion	3 years	29 CFR § 1627.3
Written exam documents, including the written exam checklist, applicant rosters, applicant flow reports, item review request forms and scantrons	3 years	29 CFR § 1627.3
Oral exam documents, including the oral exam checklist, applicant flow report completed application flow report, review tool, score sheets, and notes	3 years	29 CFR § 1627.3
Practical exam documents, including the practical exam checklist, applicant flow report, complete application review tool, score sheets	3 years	29 CFR § 1627.3
Employee Information, general, including all information present in the Personnel File.	7 years following end of employment	Gov. Code, § 12946 29 CFR § 1627.3 Lab. Code, § 1174