

HR Bulletin

February 13, 2015

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Document retention is governed by multiple acts and California labor codes, including but not limited to FLSA, Title VII, FEHA, ADA, Cal-OSHA and ERISA.

Document Retention

Employment records can really pile-up over the years and it may not be clear what you have to retain as an employer, and for how long. To add to the confusion, document retention is governed by multiple acts and California labor codes, including but not limited to FLSA, Title VII, FEHA, ADA, Cal-OSHA and ERISA.

The following chart highlights our recommended retention period by document type. Note that this is not an exhaustive list of all recordkeeping requirements, and timeframes may be longer if litigation or potential litigation is involved. Contact one of our HR consultants with any questions or concerns.

Document	Retention Period
<i>Applications, resumes, ads, interview notes and assessment forms.</i>	2 years
<i>Employment eligibility (form I-9)</i>	3 years from date of hire or 1 year following termination, whichever is later.
<i>Training completion records</i>	3 years after termination
<i>Health plan, benefit files, and insurance policies</i>	6 years
<i>Accident and injury reports</i>	5 years
<i>Personnel files</i>	3 years after termination
<i>Workers' comp claim forms</i>	6 years
<i>Child Labor certificates</i>	3 years
<i>First aid records</i>	5 years
<i>Driving records</i>	3 years
<i>Medical records</i>	5 years
<i>Employment contracts</i>	3 years
<i>Payroll records</i>	4 years

Did you know?

Did you know that our consultants are available to create various employment related forms that are based on HR best practices and legal compliance, including time-off requests, onboarding checklist, payroll deduction authorization, exit interview questionnaire and checklist, incident report, performance evaluation, change of status, and many more!

Calendar of Events

❖ **Our office will be closed Monday, February 16th for President's Day**

❖ **Harassment & Discrimination Prevention Training**

Wednesday, February 18th from 9 - 11:15 a.m.

Email woods@sierrahr.com or call (559) 431-8090 to register

❖ **Legal Beagle, Topic & Time TBD**

Email receptionist@flcz.net or call (559) 256-5000 to register

Sierra HR Partners Team

Sierra HR Partner's team of certified professionals are here to support you in the areas of legal compliance, training, recruitment, handbooks, audits, policy development, job descriptions, performance evaluations, compensation, terminations, and related employment areas.

Reminder that as an HR Business Partner you are entitled to:

- ❖ Unlimited phone consultation by certified HR consultants (M – F)
- ❖ Free monthly LBBB seminars for designated representative
- ❖ HR bulletins covering breaking employment news and employment best practices
- ❖ Discounted rates on projects

Contact us at (559) 431-8090 or toll free 1-844-431-HR4U (4748).

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