

Exhibit D to Resolution No. 6644(24)

**HUMAN RESOURCES DEPARTMENT
RECORDS TO BE DESTROYED**

(FT Terminations- 15 Year Retention Period)

- 2008 Full-Time Terminations (A-E)
- 2008 Full-Time Terminations (F-O)
- 2008 Full-Time Terminations (P-Z)

(Volunteer Files- 5 Year Retention Period)

- **2018:** Volunteer Files

(I9 Form- Retention varies, each is individually calculated)

- I9's of Terminated Employees expiring in 2023 or prior.

(Grievances- 7 Year Retention Period)

- **2016:** Grievances – Arbitration, Grievances Reports, IBEW, IAFF, LPOA, Window Period Requests, Sexual Harassment & Discrimination

(Negotiations- 10 Year Retention Period)

- **2013:** Negotiations – Notes, Notebooks, Correspondence, Contracts, & Memorandum of Agreement/Understanding (MOA/MOU)

(Compensation- 7 Year Retention Period)

- **2016:** Salary Surveys, Compensation – Management Salary History Sheets

(Training- 4 Year Retention Period)

- **2019:** Training – Program Lists, Instructor Lists, Class Rosters, & Evaluations, LCW Training

(CALOSHA Forms & Reports- 5 Year Retention Period)

- **2017 & 2018:** CalOSHA Forms and Reports, Injury Reports (OSHA 300, 301, 300A)