

A PUBLICATION OF
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Personnel Records to Retain	Examples	Retention Duration and Legal Reference
Recruitment	<ul style="list-style-type: none"> • Employment referral records • Help wanted ads • Job opening notices • Opportunities for training, promotion or overtime 	2 years (unless there is litigation involving hiring practices) Title VII FEHA ADA ADEA
Hiring	<ul style="list-style-type: none"> • Job applications and Resumes • Other job inquiries sent to employer • Applicant identification records, Employment testing results 	2 years (unless there is litigation involving hiring practices) Title VII FEHA ADA ADEA
I-9 Forms (employment eligibility verification)		1 year after termination if at least 3 years after date of hire Immigration Reform and Control Act
Work Records	<ul style="list-style-type: none"> • Time cards • Wage rate calculation tables (straight time and overtime) • Shift schedules • Individual employees' hours and days • Records explaining wage differentials between sexes 	3 years FLSA Cal. Labor Code
Payroll Employee Information	Name, employee number, address, age, sex, occupation	4 years FLSA Cal. Unemployment Insurance Code
Payroll Individual Wage Records	<ul style="list-style-type: none"> • Work week beginning day and time • Rate and Hours (Regular hourly rate, daily and weekly hours worked, weekly overtime earnings, daily or weekly straight time earnings) • Wage changes (deductions or additions) • Wages paid each pay period • Payment dates and periods • Piece rates 	4 years FLSA Cal. Unemployment Insurance Code
Child Labor Certificates		3 years FLSA Cal. Labor Code