



City of Commerce
RECORDS DESTRUCTION AUTHORIZATION FORM

Date: 5/4/2023

Department: Human Resources

File #	Records Description	Start Date	End Date	Legal Authority	Retention Period	Box #
Human Resources Files						
	Employee Timecards	12/24/2001	12/19/2004	GC 34090, 29 CFR 516.2, IRS REG 31.6001-(E) (Z)	5 Years	1
	Employee Investigation Files	4/11/1996	5/28/1996	Disposition +5	5 Years	2
	Employee Investigation Files	2/26/2004	7/2/2006	Disposition +5	5 Years	3
	Employee Investigation File	10/16/2015	10/16/2015	Disposition +5	5 Years	4
	Employee Investigation File	11/17/2016	11/17/2016	Disposition +5	5 years	5
	Recruitment Files	1/1/2013	12/31/2013	GC 12946, GC 6250 et.seq, 29 CFR 1602.31	3 years	6
	Recruitment Files	1/1/2015	1/1/2015	GC 12946, GC 6250 et.seq, 29 CFR 1602.31	3 years	7
	Employee Background Checks (former employees)	3/19/2007	4/23/2011	GC 36507, 34090; PC 801.5, 803©, 29 USC 11	Separation +6 years	8
	Rideshare Records	1992	2012	GC 34090	4 years	9-11
	Rideshare Records	2014	2017	GC 34090	4 years	12
	CalOSHA Form 300	2005	2008	GC 34090 et. Seq; Dept Policy	5 years	13

	Incident Reports	2005	2009	CCp 340; GC 34090, 29 CFR 1904.2; 29 CFR 1940.6	5 years	14
	Incident Reports	2010	2013	GC 34090	5 years	15
	Recruitment Files	1996	2016	GC 12946, GC 6250 et seq; 29 CFR	3 years	16-22
City Clerk files						
	Petitions Referendum to Repeal Ordinances passed 737,738,740,741,743,744	2020	2020	GC 6253.5, EX 17200, ECC 17400	8 month	11 boxes
	Petitions Referendum to Repeal Ordinance 711-726, withdrawal of signatures	5/2019	2020	GC 6253.5, EX 17200, ECC 17400	8months	22 boxes
	Summons and Subpoenas	2017	2019	GC 34090	3 years	1

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

City Clerk

Date

City Attorney

Date