

**PACIFIC GAS & ELECTRIC COMPANY
GUIDE TO RECORD RETENTION**

HUMAN RESOURCES

RECORD TITLE	FORM NUMBER	RETENTION JUSTIFICATION	RETENTION PERIOD
Affirmative Action Plan		Human Resources	6 years
Application For Transfer		Human Resources	1 year
Apprentice Cable Splicer Record Of Training Hours	62-3175	Human Resources	1 year after employee completes apprentice program
Apprentice Lineman On Job Training Hours	62-3051	Human Resources	1 year after employee completes apprentice program
Closed Job Vacancies		Human Resources	7 years
Contract - Employee/Labor		FERC 7D	Contracts with individual employees, labor union, company unions and other employee organizations relative to wage rates, hours and similar matters. 6 years after expiration or cancellation
Description Of Qualifications Management Employees	62-3328	Human Resources	Until superseded
Employee 701 Files		Human Resources	7 years after termination of employment Destroy by Shredding
Employee Misconduct Reports		Human Resources	6 years Destroy by Shredding
Employee Suggestion Ideas In Action	62-6294	Human Resources	4 years after suggestion is closed
Employment Applications	62-3290	Human Resources	Not hired - 6 years Hired - 6 years after termination of employment Destroy by Shredding
Employment Medical Forms	62-3291	Human Resources	Not hired - 6 years Hired - 6 years after termination of employment Destroy by Shredding
Employment Resumes		Human Resources	Not hired - 6 years Hired - 6 years after termination of employment Destroy by Shredding
Employment Tests		Human Resources	Not hired - 6 years Hired - 6 years after termination of employment Destroy by Shredding
Flex Enrollment Documents		Human Resources	6 years - Destroy by Shredding
Garnishments		FERC 18	6 years - Destroy by Shredding
Grievance Files		Human Resources	Permanent

Note: Retention periods shown are only valid as of the date of this report and may not reflect lawful requirements or regulatory changes placed into effect since the report was printed.

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Health Care related information-PHI		HPAA-Human Resources	6 years
Ideas In Action District/Division Evaluation	62-3391	Human Resources	4 years after suggestion is closed
Interviewers Evaluation Summary	62-3270	Human Resources	6 years
Job Vacancy Records		Human Resources	2 years
Labor Studies		FERC 61C	Destroy at option
Management Incentive Plans		Human Resources	Until superseded or canceled
Merit Plan		Human Resources	6 years
Performance Review Meter Reader Type I	62-3718	Human Resources	Until superseded or revised Destroy by Shredding
Performance Review Meter Reader Type II	62-3719	Human Resources	Until superseded or revised Destroy by Shredding
Performance Review Meter Reader Type III	62-3720	Human Resources	Until superseded or revised Destroy by Shredding
Performance Reviews		Human Resources	Until superseded or revised Destroy by Shredding
Personnel Referral Form	62-3271	Human Resources	1 year
Personnel Requisitions	62-3268	Human Resources	1 year
Position Description	62-3327	Human Resources	Until superseded or canceled
Training Record Apprentice Meterman	61-6158	Human Resources	1 year after employee completes apprentice program
Training Records - Safety		IIPP Standard Practice	Cal/OSHA regulations, implemented by PG&E's IIPP Standard Practice, require safety training be provided to all employees whenever a new hazard, process, equipment or procedure is introduced into the workplace. The records of training shall include the names of employees and instructor(s), and the type and date of training. Retain - 3 years
Welding Qualification Records		Human Resources	5 years

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