

## Recommended Contents of Personnel Files

### A. Employment

- Resume
- Original Application with signatures
- Job Offer
- Education verification if necessary
- Job Description (signed)
- New Employee Checklist showing subjects covered
- Employee Handbook receipt acknowledgement
- Confidentiality agreements

### B. Payroll

- W-4 Form
- Time records, if not in database
- Pay advance requests
- Garnishment orders and records
- Salary Information increase/decrease
- Payroll Authorization forms for voluntary deductions
- Compensation or bonus history record

### C. Training and Development

- Training history records
- Training evaluation form

### D. Employee Relations (Disciplinary actions should all be in a separate manila envelope marked confidential)

- Report of discipline/counseling sessions (signed by employer and employee)
- Commendations
- Employee written warning notices (signed by employer and employee)
- Employee progress reports
- Performance appraisals
- Performance improvement records

### E. Employee Separations

- Exit interview and termination checklist
- Final performance appraisal

### F. Benefits

- Emergency contact information
- Medical/Dental/Vision coverage waivers
- Vacation accruals
- Requests for leave of absence
- Annual benefits statement

### What Should NOT Be in a Personnel File

#### A. Medical Records

- Physician records
- Diagnostic records
- Drug screening records
- Any other medical records with personal health information

#### B. Background Check Records

- Background investigation information
- Personal credit history
- Personal criminal conviction history

#### C. I-9's (Should all be kept in a separate file alphabetically and shredded 3 years after an employee has terminated.)

**NOTE:** Personnel files should be shredded 7 years after an employee has terminated, unless you are a school. For schools personnel files are kept in perpetuity.