

## Recommended Contents of Personnel Files

### **A. Employment**

- **Resume**
- **Original Application with signatures**
- **Job Offer**
- **Education verification**
- **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**

- **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 7 years after an employee has terminated.)

**NOTE: Personnel files should be shredded 7 years after an employee has terminated.**