

# Employee File Set-Up & Retention Guidelines

PERSONNEL FILE CONTENTS	RETAIN FOR <b>SEVEN (7) YEARS</b> AFTER TERMINATION DATE
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| <ul style="list-style-type: none"> <li>• Application/Resume (and supporting documentation provided by the applicant)</li> <li>• Signed Offer of Employment</li> <li>• Assessment Test Results (for validated, job-related assessments)</li> <li>• <b>Emergency Contact Form (these could be compiled in one general binder for easier access by all personnel)</b></li> <li>• Training Documentation/Schedules</li> <li>• Copies of Professional Licensure/Certification</li> <li>• Performance Evaluations</li> <li>• Status Changes             <ul style="list-style-type: none"> <li>○ Pay Rate Changes</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>○ Department Changes</li> <li>○ Position Changes</li> <li>○ Exemption Status Changes</li> <li>○ Schedule Changes</li> <li>• Disciplinary Documents</li> <li>• Commendations/Examples of Exemplary Work</li> <li>• Acknowledgement Forms             <ul style="list-style-type: none"> <li>○ Handbook Acknowledgement</li> <li>○ Confidentiality Acknowledgement</li> <li>○ Non-Compete Agreement</li> <li>○ At-Will Acknowledgement</li> <li>○ Social Security Number Privacy Act Acknowledgement</li> </ul> </li> </ul> |
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PAYROLL/CONFIDENTIAL FILE CONTENTS	RETAIN FOR <b>SEVEN (7) YEARS</b> AFTER TERMINATION DATE
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| <ul style="list-style-type: none"> <li>• Tax Forms</li> <li>• Direct Deposit Authorizations</li> <li>• Wage Garnishments</li> <li>• Benefit Enrollment Forms</li> <li>• Pay Rate Changes</li> </ul> | <ul style="list-style-type: none"> <li>• Employment Verifications*</li> <li>• Completed Reference Checks and Interview Notes*</li> <li>• Background/Credit Check Results*</li> </ul> |
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\* If the person responsible for HR does not also enter payroll, do not include these items in the payroll folder. Keep them in a Confidential File (separate from Personnel File and Medical File) in the HR office.

MEDICAL FILE CONTENTS	RETAIN FOR <u>UP TO SIX (6) YEARS</u> AFTER TERMINATION DATE
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| <ul style="list-style-type: none"> <li>• Doctor’s Notes</li> <li>• Worker’s Compensation Documentation</li> <li>• STD and LTD Documentation</li> <li>• Drug Test Results</li> <li>• Post-Offer Physical Results</li> </ul> | <ul style="list-style-type: none"> <li>• ADA Accommodation Requests and Documentation</li> <li>• FMLA Documentation</li> <li>• OSHA Logs (keep indefinitely)</li> <li>• OSHA Exposure/Testing Records*</li> </ul> |
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\* Retain for **thirty (30) years** after termination date.

I-9 FILE CONTENTS	RETAIN FOR <b>THREE YEARS (3) YEARS</b> AFTER HIRE OR <b>ONE (1) YEAR</b> AFTER TERMINATION – WHICH EVER IS LATER.
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