***Human Resources File System Guidelines***

* **Personnel File**
	+ Completed job application and associated documents (e.g., cover letter, resume/CV, reference letters) which are required as part of the application process
	+ Job description
	+ Selection test or interview results
	+ Acknowledgment forms (e.g., Employee Handbook, policies, Arbitration Agreement)
	+ Driver’s License with photograph, official DMV driving record, and proof of auto insurance
	+ Uniform Reimbursement Acknowledgment
	+ Issuance Forms (e.g., cell phone, vehicle, equipment, computer, digital camera)
	+ Employee Confidentiality, Non-disclosure, and Non-solicitation Agreement
	+ Arbitration Agreement
	+ Alien card, Alien Certification legal process
	+ Training records, certificates, and documentation (e.g., Sexual Harassment, CPR, equipment)
	+ Promotion materials
	+ Performance evaluations
	+ Awards and honors
	+ Letters of commendation or recommendation
	+ Letters of reprimand or other disciplinary correspondence
	+ Correspondence to/from employee that is directly related to the employment relationship
	+ Jury service documentation
	+ Payroll Status Change Forms (e.g., change in salary, tenure, deductions, job title, promotion)
	+ Personnel Information Change Form
	+ Time off requests
	+ Prevailing wage information
	+ Termination Form
	+ Severance Agreements
	+ Union membership records
* **Confidential File**
	+ EEO information (e.g., Visa documentation)
	+ All information related to health (e.g., medical, dental, vision, LTD, life) insurance benefits
	+ Denials of health insurance benefits
	+ Workers’ Compensation records (e.g., DWC1 form, investigation notes, status/release forms)
	+ 401(k) payments, loans, and hardship statements
	+ W-4 Form
	+ Wage collections, garnishments, additional payroll deductions
	+ Physical examination results
	+ Drug testing results
	+ FMLA documentation
	+ Disability leave information (e.g., short-term, long-term, permanent)
	+ Formal employee complaints
	+ Sick leave documentation
	+ Emergency contact information
	+ Background check information
	+ Direct Deposit authorization
	+ Investigative files for harassment or discrimination claims
	+ Grievance process documentation
	+ Unemployment insurance documentation
	+ Reference check information
	+ Legal settlements
* **I-9 Folder**
	+ All I-9 Forms must be kept apart from the Personnel and Confidential files