
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