***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