



Employee File

- Employment application
- Resume
- Offer Letter
- Job descriptions.
- Pre-Hire Checklist
- Orientation Checklist
- Payroll Changes
- Leave Requests
- Letters of recognition.
- Disciplinary notices or documents.
- Performance evaluations.
- Employee Handbook Acknowledgement
- Equipment Usage & Acceptance Form
- Other miscellaneous employment related forms



The following items should be maintained in a separate file in a separate file cabinet or area (these are items with medical or EEO info):

- Medical Records**—The American with Disabilities Act requires employers to keep all medical records separate. Many states have privacy laws to protect employees. All medical records including physical examinations, medical leaves, worker' compensation claims and drug and alcohol testing.
- Benefit Enrollment Forms/Info**
- Employee Information Form**
- Tax & Bank Forms/Info**

Keep in separate binders:

- Immigration (I-9) Forms**—It is recommended that these forms be maintained chronologically by year. Keeping this information in a separate file reduces the opportunity for an auditor to pursue and investigate unrelated information. All I-9's must be 100% completed with all info and signatures.
- Authorizations and results of background checks**
- Invitation to Self-Identify Disability or Veterans Status**—This information is required to be maintained by federal contractors. Laws prohibit employment decisions on the basis of certain protected classes; however, managers have the right to access an employee's file for a number of operational issues. Unless there is a need to know for accommodation purposes these files should be maintained separately to reduce a potential source of bias.