

## Personnel File Recommendations

Type of Record	Location
Recruiting and screening documents such as applications, resumes and educational transcripts	Personnel file
Reference/background check results	Confidential file
Drug test results	Confidential file
Job descriptions	Personnel file
Equal employment opportunity (EEO) self-identification of gender and race/ethnicity	Confidential file
Affirmative action self-identification of race, gender and veteran status	Confidential file
Affirmative action self-identification of disability	Affirmative action confidential file
Immigration (I-9) forms	I-9 file
Records relating to job offers, promotion, demotion, transfer and layoffs	Personnel file
Pay and compensation information	Personnel file
Education and training records	Personnel file
Handbook and policy acknowledgments	Personnel file
Employment agreements (noncompete, confidentiality agreements)	Personnel file
Letters of recognition and awards	Personnel file
Warnings, counseling and disciplinary notices	Personnel file
Performance evaluations and goal-setting records	Personnel file
Termination notice and documentation	Personnel file
Medical records (medical questionnaires, benefit claims, doctor's notes, accommodation requests, medical leave records, workers' compensation claims)	Medical file
Child support/garnishments	Confidential file
Litigation documents	Confidential file
Workplace investigation records (although relevant disciplinary action, counseling or other direct communications are placed in the employee's personnel file)	Confidential file
Requests for employment/payroll verification	Confidential file
Benefit enrollment forms	Benefits file
Beneficiary designations	Benefits file