



Employment Practices

HR

Courtesy of Meridian Benefits Consulting

Q What information should we retain in our personnel files?

A All documents related to an individual's employment relationship with the company should be kept in his or her personnel file, including the following:

- Application and résumé
- Record of benefits
- Salary and raise information
- Authorizations (benefits deductions, direct deposit, etc.)
- Performance evaluations
- Notes and reports related to conduct and workplace investigations
- Records of changes in position or responsibilities
- Absence, tardiness and leave records
- Termination date and reason

The following items should not be kept in an employee's personnel file:

- Medical records
- Immigration documents (I-9 Form)
- OSHA records
- Privileged information (attorney-client discussions)
- Specified permitted exclusions under state law (certain states have other exclusions)

A good rule for what should and shouldn't be kept in an employee's personnel file is that all documents directly related to the employee's current position, duties and performance should be retained in his or her personnel file, and other information should not.