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## **Employment File Management**

Employers should keep all job-related documentation such as hiring records, performance reviews, disciplinary actions and job descriptions in an employee's general personnel file. Consider whether the document would be relevant to a supervisor who may review this file when making employment decisions. Is it related to the employee's performance, knowledge, skills, abilities or behavior? If so, then the document should be included in the employee's general personnel file.

Medical records must be maintained separate from the personnel file. The Americans with Disabilities Act (ADA) prohibits employers from including medical information in an employee's general personnel file. Employers should create a separate file for employee medical information that includes records related to medical leave, reasonable accommodations, workers' compensation claims, etc. Employers who are required to invite applicants and employees to self-identify as an individual with a disability under Section 503 of the Rehabilitation Act must maintain these self-identification forms separate from all other records, including other medical records.

There are also records that should not be accessible to managers and supervisors due to the sensitive nature of the information. These include documents that contain information such as date of birth, marital status, dependent information, Social Security number, immigration status, national origin, race, gender, religion, sexual orientation and criminal history. It is common for employers to have a "confidential" or "other" file that contains these records.

Tip: A common recommendation is to keep I-9 forms separate from all other records. Some employers choose to use a binder system for all employee I-9 forms maintained alphabetically and separated by current or terminated status. A similar system could be used for employee benefit enrollment forms that do not contain any personal employee medical information and beneficiary forms.



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<b>Record Type</b>	<b>File</b>
Recruiting & screening documents such as applications, resumes, and educational transcripts	Personnel
Reference/background check results	Confidential
Drug Test Results	Confidential
Job descriptions	Personnel
Equal Employment Opportunity (EEO) self-identification of gender and race/identity	Confidential
Affirmative action self-identification of race, gender and veteran status	Confidential
Affirmative Action self-identification	Confidential
Immigration (I-9) forms	I9
Records relating to job offers, promotion, demotion, transfer and layoff	Personnel
Pay and compensation information	Personnel
Education & training records	Personnel
Handbook and policy acknowledgments	Personnel
Employment agreements (non-competes, confidentiality agreements)	Personnel
Letters of recognition and awards	Personnel
Warnings, counseling and disciplinary notices	Personnel



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Performance evaluations and goal-setting records	Personnel
Termination notice and documentation	Personnel
Medical records (medical questionnaires, benefit claims, doctor's notes, accommodation requests, medical leave records, workers' compensation claims)	Benefits
Child support/garnishments	Confidential
Litigation documents	Confidential
Workplace investigation records (although relevant disciplinary action, counseling or other direct communication are placed in the employee personnel file)	Confidential
Requests for employment/payroll verification	Confidential
Beneficiary Enrollment forms	Benefits
Beneficiary designations	Benefits