

## **Information Paper**

### **“What documents are in a Personnel File”**

Employers keep a variety of records, forms, checklists and documents in their personnel files. A personnel file should contain certain minimum information, and can contain additional information depending on the needs and business of the employer. In Florida, there is no right to access the contents of the personnel file by employees, or former employees, of private sector employers, however, most employers allow some type of access. Some public sector employees have a statutory right to review their personnel files under Florida law.

### **Documentation Typically Maintained in Personnel File**

#### Employment

- \_\_\_\_\_ Employment Application
- \_\_\_\_\_ Applicant Interview notes (if any)
- \_\_\_\_\_ License or Education Verification
- \_\_\_\_\_ Reference Checking
- \_\_\_\_\_ Drug free workplace acknowledgement/consent forms
- \_\_\_\_\_ Employment agency agreement, if hired through an agency
- \_\_\_\_\_ Employee Handbook signed acknowledgment form
- \_\_\_\_\_ New Hire Checklist (if any)
- \_\_\_\_\_ Personal Data changes/transfers/promotions/demotions
- \_\_\_\_\_ Job description, signed or acknowledged

#### Payroll

- \_\_\_\_\_ W-4
- \_\_\_\_\_ Time sheets
- \_\_\_\_\_ Payroll change forms
- \_\_\_\_\_ Attendance records
- \_\_\_\_\_ Payroll deduction authorizations
- \_\_\_\_\_ Garnishment orders and records

#### Employee Performance

- \_\_\_\_\_ Performance Reviews
- \_\_\_\_\_ Written Discipline and Corrective Action
- \_\_\_\_\_ Awards and recognition
- \_\_\_\_\_ Performance improvement agreements

#### Training

- \_\_\_\_\_ Certification and Licenses
- \_\_\_\_\_ Safety/OSHA training meeting records/attendance
- \_\_\_\_\_ Training certificates
- \_\_\_\_\_ In house training records/continuing education tracking



Benefits

- \_\_\_\_\_ Medical/Dental/Vision coverage waiver/drop form
- \_\_\_\_\_ PTO requests
- \_\_\_\_\_ Requests for leave of absence
- \_\_\_\_\_ COBRA documentation

**Documentation Not Maintained in the Personnel File**

I9 form

- \_\_\_\_\_ All I9s are maintained together, apart from personnel file.

Medical Records (*per ADA and HIPAA guidance/rules*) – Generally a separate file (titled “Medical”) and maintained confidentially, and secure:

- \_\_\_\_\_ Doctor’s Notes
- \_\_\_\_\_ Work comp medical records (or in separate work comp file)
- \_\_\_\_\_ Drug test records (drug test results can be stored together, confidential)
- \_\_\_\_\_ All benefit documents with specific medical information
- \_\_\_\_\_ OSHA required medical testing and monitoring results

Investigation Records

- \_\_\_\_\_ Employee complaint investigations/statements (confidentially)

Criminal Background Check results

- \_\_\_\_\_ Criminal background checks (stored together)

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