

## GUIDE TO PERSONNEL RECORDS

**The following information is recommendations and advice from the Society for Human Resources Management association.**

RECORDS	YEARS TO KEEP	NOTES
<b>HIRING RECORDS</b>		
Job applications, resumes records relating to refusal to hire, advertisements about openings, promotions, or training opportunities.	One Year minimum (2-3 years recommended)	Keep EEO information separate from personnel files.
<b>BASIC EMPLOYEE INFO</b>		
I-9 for all employees; Work permits for minors.	Three years after hire or one year after termination, whichever is later.	Keep I-9s separate from personnel files.
<b>PAYROLL RECORDS</b>		
Name, address, SSN, date of birth, job classification, occupation, daily schedules, pay rate, weekly compensation, amounts and dates of payments, daily and weekly hours, overtime hours and pay, annuity and pension payments, benefits, deductions and additions, tax records.	Four years	Keep payroll records separate from personnel files.
<b>EMPLOYMENT ACTIONS</b>		
Hires, separations, rehires promotions, demotions transfers, layoffs, recalls training opportunities employment test results.	One year from date of action	Maintain in personnel file.

<b>EEO RECORDS</b>		
Vacancy files w/job posting announcements, applications, interview notes, and reasons for hire/no hire.	Two years	Keep separate from personnel file.

<b>HEALTH, MEDICAL, SAFETY</b>		
Job related illnesses and injuries.	Five Years	Keep separate from personnel file.
Requests for accommodation of disability.	One Year	Keep separate from personnel file.
Medical records, exams, etc.	Thirty Years	Keep separate from personnel file.

### **Personnel file contents:**

#### **Required:**

- Employment application
- Employment offer letter and acceptance of offer
- Compensation and personnel actions including hiring, promotion, demotion, transfer, layoff, and rates of pay
- Disciplinary notices or documents
- Performance evaluations
- Termination records

#### **Optional:**

- Job description
- Letters of recognition
- Exit interview
- Grievance information

### **General information:**

Documentation supporting employment decisions include hiring, firing, promotion, demotion, layoff, training opportunities, and all other actions taken regarding employees should be maintained. Employment decisions may NOT be made on the basis of sex, race, national origin, color, religion, or veteran's status, so keep all equal employment opportunity records separate.

Making decisions based on a person's disability status is illegal, so keep all medical information separate (there are privacy issues here as well).

Garnishment orders cannot be used as a basis for employment decisions, so all paperwork having to do with garnishment must be kept separately.

I-9 forms must be made available on demand to Department of Labor inspectors and it is best to keep them in a separate place for convenience.

\* MU Extension personnel records are maintained by Extension HR;

\* County Council personnel records are council's responsibility;

Prepared by: M. Adams  
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