

Sample Personnel File Structure

Green folder: General personnel file Access: HR, Manager, (former) employee

Job Application	Resume / references	Teacher license
Transcripts	Change of address	New hire checklist
Status changes	Recognition letters	Performance appraisals
Disciplinary notices	Rates of pay	Exit interviews

Red folder: Confidential file. Access: HR, auditors

Medical information	Dental information	Pension / Retirement
Flex Spending	Dependent information	Marital information
Employment verification	Child Support	Garnishment
Leave of Absence	Life/Disability information	Litigation information

Yellow folder: Training Records. Access: HR, Manager, employee, auditors

Records of seminars, continuing education and certifications
 Separate files should be kept for each of the following types of employment-related information, including:

W4s, I9s, workers' compensation, background checks, EEO information, interview files

Additional recommendations:

- Do not write on resumes. Interviews notes should only include facts relevant to hiring decision and should be kept in a recruiting file, not the personnel file.
- Set up a schedule to purge former employee records. Review state / federal record retention guidelines (payroll information usually kept three years, terminated employee files can generally be destroyed 7 years post termination).

