

# Documents to Keep in Employees Personnel File

## CHECKLIST

Some or all of the following documents should be maintained in an employee's personnel file. It is generally recommended that personnel file, payroll and other records be maintained for 3 years after employment. Other health and safety records should be maintained for 5 years.

- Resume
- Letters of Reference
- Employment Application
- Interview Record
- Pay Record
- Employment Contract
- Employee Handbook Acknowledgment
- Harassment and Discrimination Policy Acknowledgment
- Employee Compliance Surveys
- Drug Testing Policy Acknowledgment and Results
- Police Check Policy Acknowledgment and Results
- Driver's Record Policy Acknowledgment and Results
- Confidentiality, Trade Secret and Non-Disclosure Agreements
- Performance Appraisals and Performance Agreements
- Transfer Notices, Layoffs and Recall Notices.
- Discipline Notices
- Absenteeism and Lateness Notices
- Termination Documents
- Exit Interviews
- Unemployment and Worker's Compensation Documents
- Severance Agreements and Releases
- Medical Records (limited access!)
- Injury Reports (limited access!)
- Union Membership Records