

# dnata

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## File Retention





## Personnel File

The following documents should be included in the personnel file:

- Employment Application, Resume
- Offer letter, job description
- W-4 Form
- Confidentiality/ noncompete agreement (if applicable)
- Handbook signed acknowledgment
- Signed Acknowledgement of all policies
- Performance Evaluation
- Awards, recognition or certificates of excellent performance on the job
- Background check consent form
- Location specific forms – badging, parking, etc.
- Performance evaluation forms
- Disciplinary warnings/coaching documents and performance improvement plans
- Any documents that relate to an employee leaving the company (such as an exit interview or a document that lays out clearly the reasons why an employee was terminated). In addition, this can include documents relating to continuing benefits (such as COBRA), or agreements about future filings for unemployment benefits.
- Benefit enrollment forms, beneficiary forms

*\*Training Records – if kept separate, continue to do so, (they can be kept in a separate folder within the Personnel File)*

- Required training/certification
- General new-hire safety training checklist or acknowledgment
- Safety training
- Sexual harassment training acknowledgement

*\*Payroll Records (Can be kept in a separate folder within the Personnel File)*

## Medical (Private) Folder

The following documents should be kept separate from the Personnel file:

- Drug testing policy acknowledgment, Drug testing consent form, Drug test results
- Medical records, including anything that has protected information, medical information
- Leave of absence documentation related to (FMLA/medical leave), disability or WC documentation

## I-9 documentation

- I-9s and any copies of identification - Keep in a separate folder or binder in alphabetical order, keep active employees separate from terminated employees