

Personnel file

Here are some of the most common documents in a personnel file:

- Employment application (if in use)
- Resume
- Cover letter
- Education verification
- Employment verification
- Job description
- Job offer letter or contract
- Official forms such as promotion requests
- Formal feedback
- Employee handbook receipt
- Termination documentation
- Any other documents related to the employee's job

Medical file

Here are the most common documents in a medical file:

- Health insurance forms
- Emergency contacts
- Beneficiary information
- Medical leave requests
- Family and Medical Leave Act paperwork
- Doctor's notes
- Accident reports
- Worker's compensation claims
- Any other documents including medical information

Payroll file

Here are the most common documents in a payroll file:

- Pay authorization form
- W-4 form
- Payroll deduction forms
- Timesheets
- Attendance records
- Receipts for reimbursements
- Advanced pay request forms
- Employee raise paperwork – should always be documented and filed
- Award or bonus paperwork- should always be documented and filed
- W-2 form
- Any other documents related to money

I-9s are stored separately.

All of these should be audited (I9 annually); terminated employees should have their own file and as you see on the side here- they should be kept for 3 years.