

OFFICIAL PERSONNEL FILE CHECKLIST

Employee's Name _____

Date of Review _____

Reviewer's Name _____

Items reviewed

Application			
Personal Data Form			
Resume			
Offer Letter			
Salary Letters			
Performance Reviews			
Position Description			
EPA			
Previous Employment Verification			
Correspondence related to employment			
Acknowledgement of Receipt			
Departmental Computer Use Agreement			
Letters of reprimand			
Commendations			
Training Certificates			
Other Pertinent Docs			
Resignation/Termination			

DO NOT KEEP THESE IN PERSONNEL

MEDICAL INFORMATION

LEAVE REQUESTS

TIME SHEETS/TIME CARDS

EMPLOYEE COMPLAINTS

EPA FUNDING SOURCE CHANGE

I-9,W-4,DIRECT DEPOSIT,SOCIAL SECURITY, DRIVER'S LICENSE

DOCUMENTS **NOT** RELEVANT TO EMPLOYMENT RELATIONSHIP