

## **HR Record-Keeping Recommendations**

The following are suggestions for improving HR Record-keeping and Forms system:

- Implement a written request process for accessing an employee file. This helps document the reason for viewing the file and gives a written record of what files have been checked out and by whom.
- Audit all employee files, remove any terminated employees, separate all “medical/health” forms and information, as well as separate and verify all I9’s.
- Records generally considered to be "personnel records" are those that are used or have been used to determine an employee’s qualifications for hire/promotions, compensation, or disciplinary action, including termination of employment.

The following are examples of "personnel records" (this list is not all-inclusive):

- Employment application
- Payroll authorization form
- Notices of commendation, warning, discipline, and/or termination
- Notices of layoff, leave of absence, and vacation
- Notices of wage attachment or garnishment
- Education and training notices and records.
- Performance appraisals/reviews.
- Attendance records.

Form I-9, wage and hour records, and medical-related documents should be maintained separately in accordance to recordkeeping and privacy requirements (2 separate files).

- The “Medical File” should include:
  - Insurance Enrollment Forms
  - FML Paperwork
  - Physician Notes or return to work notes
  - Drug test Results
  - Physical Results
  - OSHA and/or WC paperwork and reports
- Consider utilizing E-Verify to ensure the I9 verification process is followed appropriately.  
<https://www.uscis.gov/e-verify>

All Companies need to follow these guidelines around record retention to meet state and federal guidelines for both electronic and paper-based records:

- Personnel: 7 years after termination
- Medical/benefits: 6 years after plan year
- I-9 forms: Not more than 3 years after termination
- Hiring Records: 2 years after hiring decision.

The best rule of thumb is always to keep terminated employee files intact for 7-years.

If you need more information please contact us at [hr@bluefirehr.com](mailto:hr@bluefirehr.com) or 773-793-1362.