

HOW TO FILE PAPERWORK

Files and Documentation

File Type	Files To Include
<p>Personnel Files:</p> <p>Cover team members' employment history with the company.</p>	<ul style="list-style-type: none"> • Hiring Documents • Employee and Emergency Contact Information • Signed Handbook Acknowledgement Form • Performance Reviews • Disciplinary Forms • Employee Awards • Training Records • Termination Letters
<p>Secure I-9 File:</p> <p>Have a folder for just I-9s in the event of an audit or investigation. This helps to protect the privacy of your employees.</p>	<ul style="list-style-type: none"> • Everyone's I-9 Form
<p>Payroll File:</p> <p>Documents related to salary, benefits and financial awards.</p>	<ul style="list-style-type: none"> • Time Sheets • Direct Deposit Information • W-4 & W-2 Forms
<p>Medical File:</p> <p>Documents related to employees' health records.</p>	<ul style="list-style-type: none"> • Benefit Application Forms (Health Insurance, Life Insurance, etc.) • Reasonable Accommodation Requests (ADA) • Injury Reports (OSHA) • Employee Paperwork (FMLA)



HOW TO FILE PAPERWORK

HOW TO FILE PAPERWORK

Guidelines on Long to Keep Documents

Documents	Length To Keep On File
Resumes, job applications and hiring tests	1 year (no requirement for unsolicited resumes)
Form I9	3 years from the date of hire or 1 year after termination (whichever is later)
Payroll documentation, including wage and promotion information and timekeeping records	3 to 4 years for most documentation
W4s	4 years after taxes due or paid
Performance reviews	2 years
Physical exam results	1 year after action taken based on physical exams
Drug test results	Most recent year's report on file for one year
Request for reasonable accommodation	1 year after action taken or document created, whichever is later
Benefit plans	1 year after termination of plan
FMLA documentation	3 years after leave ends
Termination records	1 year from termination