

Personnel Files

Personnel records are a well-constructed layout of an individual's employment history encompassing all employment-related information collected and maintained by the employer. They form the foundation upon which employment actions are based.

They provide at-a-glance information on an employee's work performance, pay rate, employee benefits, prior work history, work-related background, training and development, advancement, counseling and discipline, and other documented employment facts. A personnel record should be a synopsis of an individual employee's history of employment.

Employers conduct audits of personnel files for many reasons, including:

- To ensure compliance with applicable laws and regulations governing the storage, maintenance and protection of employee records and other information.
- To eliminate documents that are no longer required or needed.
- To ensure that personnel files do not contain information that should be maintained separately or that could be used as evidence of unfair or unlawful treatment.
- As part of a comprehensive audit of personnel policies, practices and procedures to determine legal compliance, effectiveness in achieving business and strategic goals and other business concerns.
- To insure that systems for safeguarding employee information are in place, up to date and effective.

Are your personnel files in order?