

Personnel Files Archived

Personnel files for former employees should be kept permanently.

The following items should be retained in the personnel file:

- Teacher Applications
- References
- Teaching Certificates
- Transcripts
- Finger Print Cards (if available)
- Inservice Records (Within the five year certificate validity period.)
- Verification of Mandated Trainings
- Attendance Records
- Evaluations
- Disciplinary Notations
- I-9 Forms
- Immigration Forms
- Legal Documents
- Unemployment Claims
- Contracts
- Verification of training in Safe Environment, Harrassment, Ethics, and Bloodborne Pathogens

The following items should be removed from the personnel file and **shredded**:

- Medical Notes
- Physical Exams
- Parent Letters
- Personnel Update Forms

Each file should be placed in a manila folder and the person's last name then first name should be written on the tab.

All paper clips should be removed. These have a tendency to rust and destroy documents.

The folders should be placed in a **file** storage box. A list of names for each box should be compiled.

A document should be affixed to the outside of the box indicating its contents.

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