

All About Recordkeeping

Information that ***should not*** be in your employee files:

- ✗ Age (unless a minor)
- ✗ Citizenship
- ✗ Disabilities
- ✗ Marital status
- ✗ Medical history
- ✗ National origin
- ✗ Race
- ✗ Religion
- ✗ Sex
- ✗ Sexual orientation



Information that ***should be*** in your employee files:

- ✓ Employment application, pre-employment tests, notes on reference checks, and hire date
- ✓ Job title, job description, and employee classification (exempt or nonexempt)
- ✓ Salary history
- ✓ Promotions, transfers, or demotions
- ✓ Skills inventory
- ✓ Scheduled and completed training
- ✓ Performance evaluations and performance goals
- ✓ Accident and injury reports
- ✓ Discipline reports
- ✓ Request for reasonable accommodation of a disability

Posting Requirements:

Are notices concerning employee rights under federal employment laws (e.g., *Consolidated EEO Poster*, *Your Rights under the Fair Labor Standards Act*, and *Job Safety and Health Protection*) posted as required?

Are notices posted in conspicuous places where employees are most likely to see them?

Are notices maintained in good and legible condition and replaced when necessary?

Are notices translated for non-English-speaking employees?