**DOCUMENTS TO KEEP IN EMPLOYEES’ PERSONNEL FILE**

**CHECKLIST**

An employee’s personnel file should contain some or all of the following documents. It is generally recommended that personnel files, payroll and other records be maintained for 5 years after employment. Other health and safety records should also be maintained for 5 years.

* Curriculum Vitae
* Copy of Identity Document
* Copy of Drivers Licence (if employee will be driving a company vehicle)
* Letters of Reference
* Employment Application
* Job Description
* Pay Record
* Letters of Employment
* Employee Code of Conduct Acknowledgement
* Harassment and Discrimination Policy Acknowledgement
* Employee Disciplinary Policy Acknowledgement
* Drug Testing Policy Acknowledgement and Results
* Police Check Policy Acknowledgement and Results
* Driver's Record Policy Acknowledgement and Results
* Confidentiality, Trade Secret and Non-Disclosure Agreements
* Performance Appraisals and Performance Agreements
* Company Pension/Provident Fund Information
* Company Medical Aid Information
* Transfer Notices/Retrenchment info
* Disciplinary Notices
* Doctors Certificates
* Termination Documents
* Exit Interviews
* Unemployment and Worker's Compensation Documents
* Injury Reports (limited access!)
* Union Membership Records