**Suggested list of how to organize Personnel Files**

**Green—Official personnel file:**

* Employment application and/or resume.
* Special licenses and certifications.
* Orientation checklist.
* Equipment and property check-out forms.
* Receipts for handbook and other policies.
* Training records.
* Performance appraisals.
* Compensation adjustment forms.
* Job status change forms and related information.
* Disciplinary records.
* Commendations, awards and other evidence of specific accomplishments.

**Yellow—Confidential file:**

* Employment references.
* Background investigation reports.
* Criminal history reports.
* Pre-employment screening tests.
* Interview notes.
* I-9 forms.
* Benefits enrollment forms and related documents.
* Tax forms (W-4, etc.).
* Data collection forms on gender, race/ethnic origin, military status and disability.
* Attendance records.
* Internal and external investigation files of complaints by or against the employee.
* Supervisory notes and correspondence.
* Exit interview forms and notes.

**Red—Restricted file:**

* Medical history questionnaires.
* Medical evaluations and related documents.
* Notes from doctors.
* Requests for Family and Medical Leave Act (FMLA) leave and related documents.
* Requests for Americans with Disabilities Act (ADA) accommodations and related documents.
* Workers’ compensation history, claims and related documents.
* Results of drug/alcohol tests and related documents.
* Any documents about past or present health, medical condition, or disabilities.