



Employee File Records

1. Job Description
2. W-4 Tax Deductions Form
3. I-9 Immigration Form
4. Driver's License card - copy
5. Social Security card – copy, or other employment ID
6. Employee ID - copy
7. Contact Information
8. Application
9. Background Check if used for all employees
10. Reviews/Performance/Warnings
11. W-2s Provided
12. Pay Rates
13. Signed Forms – such as Employee Agreement, Manual, Non-compete Agreement
14. Insurance documents if benefited (No Medical Records)
15. Training Records
16. Separate files by Active and Inactive Employees
17. A Separate “Confidential” file may be needed.
18. For more information:
 - a. [irs.gov/businesses/small-businesses-self-employed/employment-tax-recordkeeping](https://www.irs.gov/businesses/small-businesses-self-employed/employment-tax-recordkeeping)
 - b. [nolo.com/legal-encyclopedia/keeping-personnel-files-medical-records-confidential-29777.html](https://www.nolo.com/legal-encyclopedia/keeping-personnel-files-medical-records-confidential-29777.html)

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