## Human Resource Services

New Mexico State University

MSC 3HRS, Box 30001

Las Cruces, NM 88003-8001

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**EMPLOYEE DEPARTMENT PERSONNEL FILE**

**OPTIONAL DOCUMENT LISTING**

|  |  |
| --- | --- |
| **Employee Name (Last, First):** | **Banner ID:** |
| **Original Hire Date:** | **Department:** |

**GENERAL EMPLOYMENT:**

* Copy Posting Announcement (for regular positions only)
* Copy Job Description
* Copy of Employee’s employment application, CV, and/or Resume
* Copy of Education Documentation (transcripts, license, certification, etc.)
* Employment Offer letter (signed copy) if applicable
* Copy of Faculty Contract
* Copy of Employee Policies and Procedures Acknowledgement Form

**LEAVE, WAGE AND POSITION ADMINISTRATION:**

* Copy of One Time Pay Request
* Copy of Personnel Action Requests (includes line transfer requests)
* Promotion and Tenure documents
* Copies of Employee Leave requests
* Copy Personnel Action Requests (includes line transfer, LRD, PAF requests)

**EMPLOYEE MANAGEMENT AND RELATIONS:**

* File copy of Disciplinary Actions (including verbal and written reprimands)
* Performance Management documents (performance evaluations, coaching, counseling, performance improvement plans, and critical incident reports)
* Copies of training documents and certifications

**ELECTRONICALLY MAINTAINED DOCUMENTS:**

* Performance evaluation forms
* Conflict of Interest forms

**OTHER- REQUIRED MAINTENANCE IN FILE SEPARATE FROM DEPARTMENT PERSONNEL FILE:**

* Medical Records (doctors notes, workers’ comp information, ADA accommodation notices and anything medically related)

**WHAT SHOULD NOT BE MAINTAINED IN DEPARTMENT PERSONNEL FILE:**

* Form I-9 **should not** be maintained at all by departments. Original to be forwarded and maintained by central Human Resource Services
* ADA Documents (maintained in Disability Services)
* Background Investigation Records
* Drug and Alcohol Testing
* Garnishment orders and Records

For more information regarding records retention visit <http://rmr.nmsu.edu/>.