



Human Resource Services
 New Mexico State University
 MSC 3HRS, Box 30001
 Las Cruces, NM 88003-8001
 Phone: (575) 646-8000
 Fax: (575) 646-2806

**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)
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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/>.