



County Technical Assistance Service

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Personnel Files

Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

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Personnel Files

Reference Number: CTAS-1081

An important element of a sound personnel system is a complete and accurate set of personnel records for each employee. The file should contain documents which, when viewed in chronological order, would provide a complete history of that employee's employment with the government. Included in the personnel file should be the employment application, date of hire, rate of pay, **attendance record**, **immigration form I-9**, performance evaluations and any other information that is identifiable with that particular employee.

The information in the personnel file becomes important when problems arise with the Fair Labor Standards Act, Equal Employment Opportunity Commission complaints or simply to settle disputes that might exist with or between employees. Some of these records are required by law to be kept and others are required by common sense to be maintained.

Medical information contained in personnel files is confidential and must be maintained in a separate file pursuant to the Americans with Disabilities Act. See the **retention schedules** for information contained in personnel files.

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