How to determine when an employee's personnel file can be purged

Check the employee's current employment status

— Terminated →

— Active →

Determine employee separation date

— Less than 3 years ago →

Do not purge; retain file until 3 years after employee separation

3 or more years ago ↓

Does the file contain original timesheets (i.e., forms containing the employee's original signature and a record of time worked)?

— Yes →

No ↓

The records have met retention; delete/shred the personnel file

Timesheets have different retention periods from **personnel records**. Pull the timesheets and review the retention separately; delete/shred the remainder of the personnel file