



Organization Shadow Personnel File (SPF) Contents

- Certificates and letters of appreciation and recommendations
- Individual Performance Objective and Development Plan (IPO/IDPs)
- Preliminary Corrective Action Memos (IPP 731.0)
 - Verbal counseling
 - Written counseling
- Outside Activity/organizations
- Student Work Plan

Inappropriate Contents

- Attorney client privilege correspondence
- Clearance request forms
- Correspondence originated by employee
- Employee Relations information
 - Grievance
 - Investigations
 - External agency complaints
- Hiring package related paperwork (interview notes, badge request, job demand worksheets, justification memo, etc.)
- Issuance of keys form
- Medical records (FMLS, Fitness for Duty, Illness and Injury reports, drug testing results, etc.)
- Newspaper, journal and news bulletin articles
- Organizational charts
- Personnel Security Questionnaire (QNSP, send to employee or destroy)
- Petty cash vouchers
- Prescription for computer/safety glasses
- Procedure memos
- Safety shoe authorization forms
- Traffic violations
- Travel forms
- Trip reports