



Official Personnel Files (OPF) Approved Contents

Awards/Recognition (Laboratory related-copies, no originals)

- LAAP, Distinguished Performance Awards, Inventor Awards, Waste Reduction Awards

Disciplinary document ([IPP 731.00](#)) (formerly Adverse Actions)

- Written Reprimand, written reprimand w/suspension, demotion, or termination

Laboratory Government Property Form ([IMP 821.1](#))

History Information (employee's previous OPF)

Offer letter and amended offer letter

Justification Hire-On Incentive

Near Relative

Official memos (leave-of-absence memo, near relative, Professional Research and Teaching

Leave [PR&TL], Change-of-Station [COS], etc.)

Performance Evaluations

Performance Evaluations Comments (from employee)

Personnel Actions

Employment Application (form #902)

Resume

Training certificates and licenses (copies no originals)

- Job-related certificates (*no certificates of appreciation, recommendation, etc.*)
- Job-related licenses

Transcripts/diplomas (copies no originals) (STB maintains student transcripts)

Reduction in Force memos ([AM 114](#))

UC Decision Form

LANS Offer Package (3 forms)

Discontinued:

Acknowledgement Regarding Patent Agreements, Copyrights and Technical Data form

Addendum to University of California Patent Agreement

HEERA Address Release Form

New Employee Probation Form ([IPP 703](#))

Education Evaluation Form