

MANAGING STAFF FILES

A staff file consists of a series of employee related documents that collectively make a central personal file. The file contains information that directly relates to an individual, including records that provide evidence of their employment and work history at the University. In some cases, there may also be administrative staff files that document specific issues such as compensation or grievances etc. and/or local area staff files that are intended for the area managers' reference purposes.

Therefore, generally speaking there are three types of staff files:

- Central (*HR related – e.g. address, date of birth, tax file number & bank details etc.*).
- Administrative (*case files – e.g. Injury Management*).
- Local Area (*Area / Faculty files*).

How should staff files be titled?

File titles should always contain the following information relating to the employee:

- Family Name (*surname*) – written in UPPERCASE.
- First Name (*given name*).
- Staff ID Number.

For example: BLOGGS, Joe – 298765A

How should staff files be stored?

Files can be stored in any order that suits your area's business processes. All records relating to an individual should always be kept together on a single file that clearly identifies the name and ID number of the employee.

Examples of filing methods may include:

- Area, Faculty &/or Section.
- Alphabetically by family name.
- Numerically by student ID number.

When hard copy information is scanned to create an electronic version, it is important to remember that the original source records must still be kept (*in their original format*) for as long as required. However, once the records have been successfully scanned they can be either placed on the appropriate staff file or batched and submitted to Records & Information Management (*RIM*) for storage. For additional support, you may wish to read our advice sheet on [Scanning and Source Records](#).

Where staff files are maintained in an electronic format ONLY, care should be taken to ensure that all information relating to an employee are saved to an individual folder (*titled with the staff members name and ID number*) on a shared network drive or in a shared email mailbox. Please note, there are risks associated with keeping staff files on shared network drives, such as accidental deletion and confidentiality of information.

Where are staff files located?

Central staff files are managed by People and Culture, where-as local area and/or administrative staff files are maintained in other areas of the University.

How long are student files kept for?

Once hard-copy staff files become inactive they need to be processed and transferred to RIM for storage, where they are kept for 75 years after the employee's date of birth, 7 years after retirement, or 7 years after death – whichever is later.

Additional information and useful links.

- [Managing Legacy Information.](#)
- [Destruction of Information.](#)
- [Sentencing Information.](#)
- [What are Disposal Authorities?](#)
- [Care and Preservation of Paper Records.](#)

Please do not hesitate to contact us via phone on 9266 7050, or by email at: rim@curtin.edu.au, should you require additional support with managing staff files.

For information management advice of a general nature, please visit our website at: rim.curtin.edu.au.

This advice sheet is made under and supports the [Information Management Policy](#) and associated [Procedures](#).