

Managing Staff Files

The staff record consists of a series of related staff files incorporating a central personal file, information retained in the Alesco database and a performance management (WPPR) file that provide evidence of staff members' employment at the University.

It can, in some cases, also include an administrative file which documents specific issues such as compensation or a local area file which is for the area managers' reference purposes.

These files must be managed in accordance with the appropriate University record keeping standards.

How do I title staff files?

- All Staff files should be titled using the name of the staff member (surname, first name/s), and then the staff ID number. Eg: Bloggs, Joe: 177000B.
- Files are then filed in alphabetical order.
- There are three different types of staff files:
 - Central staff file
 - Administrative staff file
 - Local area staff file

Where are staff files located?

Staff Services manage central staff files, including the ongoing maintenance and storage of the files while they are active. Local files and performance management (WPPR) files are managed and maintained by the area manager.

Who has access to staff files?

In all cases access to the staff files is restricted in order to maintain an individual's privacy. Storage locations should be secure at all times. Only the staff member and Staff Services personnel are able to access a staff member's file and information contained within it will only be disclosed with the staff member's permission.

Electronic records maintained on the ALESCO staff information system are only available to authorised staff members.

Local area staff files must be kept securely by the manager and should be available for the employee to access on request.

What goes on a central staff file?

Only the documents that relate to the staff member's employment with the University are filed on the central staff file. All other documents are to be filed on the relevant administrative file or local area staff file.

Documents to be filed on a central staff file include:

- Recommendation for occupancy of a position
- Contract signed by the employee, with conditions of employment
- Personal details (address, date of birth, tax file number, bank details)

- Copies of verification documents (e.g. qualifications, birth certificates, citizenship or visa status, police clearance)
- Curriculum vitae
- Changes to work conditions (e.g. work hours/additional hours)
- Leave documentation (e.g. annual leave, study leave)
- Additional monies/allowance (e.g. higher duties, personal loading)
- Documentation of secondments/transfers
- Authorisation or delegation for a staff member to complete a certain function or make certain decisions
- Details of awards granted – including letters of congratulations and thanks
- Details of change in circumstances (e.g. change of address/name/qualifications)
- Promotions – final letter of promotion only
- Reclassification documentation – final letter of reclassification only
- Restructure/change of award documentation where it affects the employee specifically
- Correspondence between the staff member and the University in regard to the employment relationship
- Termination of employment documentation

What does not go on a central staff file?

Records documenting specific matters that are not necessarily related to a single staff member or that have a different security status or retention requirement such as:

- Printouts of ALESCO system reports
- Superannuation information should be placed onto an employee's superannuation file
- Discipline matters
- Occupational health and safety matters
- Working papers for leave etc, calculations
- Selection committee reports
- Unsuccessful applications for promotion
- Work progress performance reviews (WPPR)

What is an administrative staff file?

If issues such as workers' compensation, grievances etc arise, a separate administrative file will need to be created by the area concerned, eg: Edusafe for workers' compensation files.

For example: Original records concerning claims for compensation for accident / injury / disease held by Health and Safety must be retained for the University by Records & Information Management for 75 years after the employee's date of birth or seven years after retirement, whichever is the later, or seven years after death. See: [Disposal authorities](#).

What are local area staff files?

Local area staff files must be created by the area manager for each member of his staff and contain:

1. Original copies of Work Progress Performance Reviews (WPPR),

And may also contain:

2. Other material for the manager's reference purposes related to personal development and performance such as routine information concerning matters of leave, personal development, training or performance monitoring. (This material may still be batched separately depending on the business processes of the area)

It is recommended that if the manager chooses to keep both types of material within the local area staff file that they are then separated by a divider.

These files have a different retention period to central staff files and must be retained for two years after the last date of action, for example: two years after employment ceases.

If any issues become escalated, for example a grievance or workers compensation issue, then an official administrative file must be created and managed by the officers within that area, eg: Health and Safety, and retained according to the disposal authorities.

How long are staff files kept?

- Staff files should be kept in their creating area for 2 years after they become inactive and may then be transferred to Records & Information Management for storage.
- These files are kept for 75 years after the staff member's date of birth or 7 years after retirement, whichever is later, or 7 years after death.

Need assistance?

If you need staff related information, please contact Human Resources (HR):

Web form: [Human Resources Web Form](#) (preferred option for contact with HR)

Email: hrrservicedesk@curtin.edu.au

Phone: 9266 9090

For further advice on managing information please see the following related procedures:

- [Using Paper Folders](#)
- [Retrieving files from Records & Information Management](#)

Records & Information Management also provides practical [training](#) sessions.

For more information please visit our website at rim.curtin.edu.au

If you need assistance, please contact us by email at rim@curtin.edu.au