

File Audit - Checklist

Make sure for your industry, you are legally compliant. Below is a list of employee documentation that are either legally required on file or should be there depending if it is relevant to that employee.

Employee Document	Legally Required	Role dependent /if have occurred – should be there	On File?
Signed Contract of Employment	✓		
Offer Letter		✓	
New Starter Form	✓		
Background checking		✓	
Interview notes & role application	✓		
Up to date contact details (incl. next of kin)	✓		
Benefit documents & associated beneficiary forms		✓	
Proof of Right to Work and date taken	✓		
Visa expiry date (if applicable)		✓	
Change of Terms letters (reflecting current position/salary)		✓	
Appraisals/PDPs		✓	
Company loans, educational or personal with a signed repayment plan		✓	
Fitness for Work/Return to Work/OH Assessments		✓	
Maternity Risk Assessment	✓		
Parental Leave confirmation letters		✓	
Live disciplinary/capability warnings on file with investigation notes		✓	
Resignation letter		✓	
Resignation acceptance letter		✓	

Aside from the usual disclaimer of, this will change with legislation and other external requirements you may have as a business, you also need to check your Data Protection privacy notice, to make sure you have alignment with your document retention periods within it.