



PERSONNEL FILE CHECKLIST

Archdiocese of Miami Office of Catholic Schools

Staff Member: _____

Position: _____

Date of Hire: _____

School: _____

Required Documentation:		Principal/Person Responsible for Checking Files:	Date Checked:
ADOM Application for Employment – Schools			
Resume			
ADOM Job Description			
3 letters of recommendation			
Employment History Checks for all Previous Employers (Form in E-Library)			
FLDOE BEC-PASS Screening*			
FLDOE Professional Practices/Misconduct Search Results*			
FLDOE Disqualification List Search Results			
Level 2 Background Screening Documentation (Fingerprints through ADOM)			
Signed ADOM Pledge to Promote a Safe Environment			
Safe Environment Training Certificate/Documentation (Virtus)			
College Transcript(s)*			
Professional Teacher/Administrator Certificate or Certification Plan with additional documentation, if applicable*	Field:		
	Expiration Date:		
Catechist Certificate/Transcript*	Expiration Date:		
Professional Mentoring Program (PMP), if applicable*			
Individualized Professional Development Plan (IPDP)*	**Updated Annually		
ADOM Contract/Letter of Employment	**Updated Annually		
Ethics Training Documentation/Signed Standards of Ethical Conduct (Template in E-Library)	**Updated Annually		
Bloodborne Pathogens Training Documentation	**Updated Annually		
Signed Receipt of Archdiocesan Employee & School Staff Handbooks	**Updated Annually		
Annual Performance Evaluation	**Updated Annually		
Classroom Observation Forms*	**Updated Annually		

*Only required for principals and education personnel (teachers, counselors, mid-level admin, etc.)

EMPLOYEE RECORD RETENTION POLICY (OCS Policy Manual, Fall 2022)

<u>RECORD TYPE</u>	<u>RETENTION</u>	<u>FORMAT</u>
Attendance Records	7 years after termination	Hard copy or digital
Background Check Results	Permanent	Hard copy or digital
Disability records (group disability and insurance policy records)	Permanent	Hard copy or digital
Contracts and employment agreements (signed)	Permanent	Hard copy. May digitize 3 years following termination.
Offer letters (non-contracted staff)	Permanent	Hard copy. May digitize 3 years following termination.
Intent to Return Forms	1 full school year after distribution	Hard copy or digital
Teacher observations	3 years after termination	Hard copy or digital
Performance evaluations (signed)	3 years after termination	Hard copy. May digitize 1 year after termination.
Acknowledgment of blood borne Pathogens	3 years after termination	Hard copy or digital
Acknowledgement of Faculty/Staff Handbook Form	3 years after termination	Hard copy or digital
Annual health certificate	3 years after termination	Hard copy or digital
Employee injury and accident records; medical leave documentation	7 years after termination	Hard copy or digital
Employee salary history	7 years after termination	Hard copy or digital
Continuing education verification, professional development certificates	3 years after termination	Hard copy or digital
I-9 Form	3 years from hire date or 1 year after termination (whatever is later)	Hard copy
Fingerprint clearances	5 years after clearance	Hard copy or digital
Safe Environment Test Results	Permanent	Hard copy or digital
Separation Forms	Permanent	Hard copy or digital
W-4 Forms	4 years after date tax becomes due or paid, whichever is later	Hard copy or digital