



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

STATE HUMAN RESOURCES

HR DIRECTIVE 13-01

Effective: September 1, 2013

APPROVED:

WHO: Applies to all state agencies

WHAT: PERSONNEL FILE STANDARDS & ELECTRONIC PERSONNEL FILE TRANSFER PROCEDURES

WHY:

In the last couple years, several state agencies have imaged personnel files to store and maintain them electronically. Thus far, processes for transferring electronic personnel files have developed in an ad hoc manner. This has led to confusion, extra work and security concerns as agencies handling files adapt to the new technologies with multiple processes.

Human Resource managers identified a need for enterprise-wide standards for the file transfer process between electronic and paper file systems. Standards are needed at this early stage of transition to electronic files to avoid a complicated patchwork of inconsistent processes. Clarity and direction are needed to prevent the inadvertent destruction of employee history records and ensure confidential personnel information remains confidential throughout the transfer process. The following requirements are based on recommendations developed by a cross-agency workgroup.

ACTION REQUIRED: Personnel File Standards

All state agencies will be required to organize any new paper or electronic personnel files according to the [Standard Personnel File Sections](#). Agencies with collective bargaining agreements (CBAs) that require a different organization of personnel files are expected to comply with the Standard Personnel File Sections to the fullest extent possible. In addition, any existing personnel files transferred to another agency must be organized according to the Standard Personnel File Sections prior to transfer.

Electronic Personnel File Transfer Procedures

Agencies sending or receiving electronic personnel files must follow the standard transfer process described in the Recommendations for Transferring Electronic Personnel Files.

Agencies sending or receiving electronic personnel files will be required to use the [Electronic Personnel File Receipt Verification form](#).

Agencies currently using or considering electronic personnel file systems should refer to the [Recommendations for Transferring Electronic Personnel Files](#) for recommendations, best practices, and resources to implement and maintain electronic personnel file system.

State HR Contact:

Melissa Wideman, HR Accountability & Performance Supervisor

Melissa.Wideman@ofm.wa.gov, (360) 902-0421

Additional Information, References and Resources:

Attachment A – [Recommendations for Transferring Electronic Personnel Files](#)

Attachment B – [Sending Personnel Images Securely](#)

Attachment C – [Electronic Personnel File Receipt Verification form](#)

Attachment D – [Imaging Records – Where Do You Start?](#)