

[illegible]

**Lay, Kenneth L.**

# LOG SHEET FOR VIEWING PERSONNEL HISTORY FILES

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LAY, KENNETH L  
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## PART A:

1. BDF,
2. Honors/Commendation letters/memos/certificates/etc,
3. Performance Evaluations/last 3 years,
4. Written Warnings (1yr), Suspensions (2yrs),
5. Current employment related certificates/degrees etc.,
6. College course completion records relating to employment,
7. Job description if current or not older than 3 years,
8. Current year's performance objectives, expectations, etc., and
9. Other documents as requested by employee or supervisor unless kept in part B or C.

**PART B:**

1. Documentation regarding access granted to PH File parts A/B, if C is kept separate,
2. Employment contracts or other employment agreements,
3. Information about an employee's military reserve or national guard status or service,
4. Company PAF's,
5. Benefits/insurance election forms if no benefits file is kept otherwise for the employee,
6. New employee induction checklist.

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