

# Legal and technical requirements for e-Files

part 1

HAERGI

## E-FILE STRUCTURE

Electronic Personnel Files should be divided into **5 parts**:

- A** - applying for employment,
- B** - signing a contract and work process,
- C** - contract termination/expiration,
- D** - employees' liability for maintenance of order,
- E** - sobriety check.

## DOCUMENT NUMBERING

Documents must be numbered chronologically by date of receipt.

## CONTENTS

The system should monitor changes in the e-file and enable the creation of an up-to-date table of contents after each operation on documents.

## STORING INFORMATION ABOUT PENALTIES

The folder must enable the grouping of documents regarding individual **employee penalties** (warning, reprimand or financial penalty).

## REMOVING DOCUMENTS

An ordinary user should not be able to delete a document from an e-folder. Permanent deletion of documents should only be performed by the administrator, according to our experience.

## RECORDS RETENTION

The e-Files must enable the permanent deletion of documents and metadata after their storage period.