**Section 250.420 Personnel Records**

a) Accurate, current and complete personnel records shall be maintained for each hospital employee during his term of employment and for the years thereafter as may be necessary to satisfy other State Agency or Federal requirements.

b) There shall be an established standard of content for personnel records, which shall contain at least the following:

1) Application form and/or resume with current and background information sufficient to justify the initial and continuing employment of the individual.

2) Verification of license, if the applicants for the positions require a license. A licensed person should be employed only after obtaining verification of their license.

3) A record regarding the employee's specialized education, training, and experience.

4) Verification of identity.

5) Employment health examination and subsequent health services rendered to the employees as are necessary to ensure that all hospital employees are physically able to perform their duties.

6) Record of orientation to the job.

7) Continuance of education.

8) Current information relative to periodic work performance evaluations.

(Source: Added at 4 Ill. Reg. 25, p. 138, effective June 6, 1980)