

City of Minneapolis
Request for Committee Action

To: Audit Committee
Date: 1/26/2016
Referral: City Council
From: Internal Audit
Prepared by: Kiril Vassiliev
Presented by: Will Tetsell
File type: Receive & File
Subcategory: Report

Subject:

Human Resource Personnel File Maintenance and Retention Audit Report

Description:

1. Receiving the Human Resource Personnel File Maintenance and Retention Audit Report
2. Directing staff to publish the report
3. Referring the report to the City Council

Previous Actions:

None

Ward/Address:

Background/Analysis:

The objective of this audit was to gather facts from select departments about how well the City and the Minneapolis Park and Recreation Board was maintaining employee personnel and medical files. The report includes recommendations on City practices related to the existence and completeness of personnel files and medical files; the accessibility of archived personnel files and medical files; and I-9 Representative Awareness. The report also includes recommendations on Minneapolis Park and Recreation Board practices related to I-9 Representative Awareness.

Financial Review:

No financial impact.

Remediating the audit findings may require additional appropriations.

- Future budget impact anticipated.**
- Approved by the Permanent Review Committee.**
- Meets Small and Underutilized Business Program goals.**

Attachments:

Human Resource Personnel File Maintenance and Retention Audit Report