Confidential Employee Record Folder

Organize Your Vital Employee Data – We Make It Easy!

Ensure the safety and security of private employee data: salary information, performance warnings, appraisals and more. Our file folders provide storage for virtually any document that must remain confidential.

Record important information right on the folder and pockets for quicker access with less paperwork. The two-pocket folder allows you to file materials into two separate categories.

TXA-A0503

Price Each **$46.99**
25/pkg. Size: 9½" x 11¾".

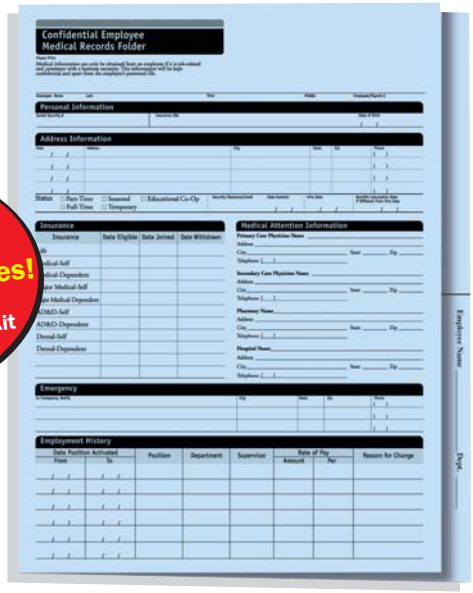
Confidential Employee Medical Records Folder

It's Federal Law—Medical Records Must Be Filed Separately

According to federal law 29 CFR Sec. 1630.14, employee medical information must be filed separately from the employee's personnel file as required by the OSHA, ADA and FMLA laws. These folders are perfect for storing and documenting accident and illness information.

TXA-A0606

Price Each **$46.99**
25/pkg. Size: 9½" x 11¾".



Comply with New Mandatory HIPAA Privacy Rules!
See HIPAA Privacy and Security Answer Kit on page 8.

Confidential Personnel Pocket File®

Store All Your Confidential Employee Records Securely, in One Convenient Folder

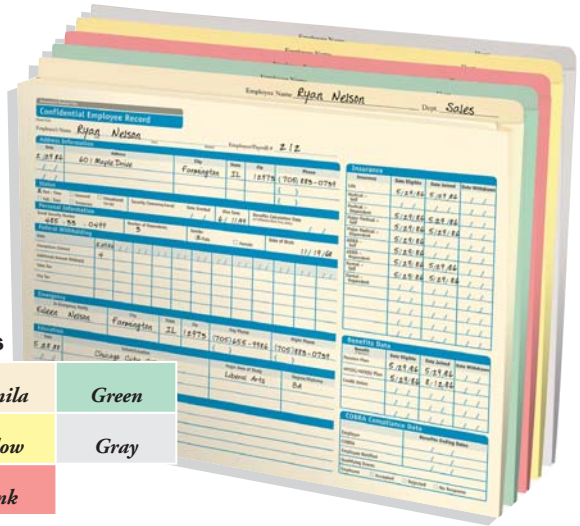
File all your confidential employee records safely and permanently in our ***Confidential Personnel Pocket File***®. Our standard size is perfect for most paperwork requirements. For heavier filing needs, our expandable capacity allows you to comfortably store up to 200 forms without tearing. That's more than double the regular capacity!

Back side of folder has space to note an employee's complete salary information, including a Wage and Salary History section that covers rate of pay changes and reasons.

TXA-A1202 – Manila **TXA-A0779 – Yellow**
TXA-A0778 – Green **TXA-A0780 – Gray**
TXA-A0781 – Pink **TXA-A0782 – Rainbow Pack (5 colors)**

Price Each **$46.99 — Standard**
25/pkg. Size: 11¾" x 9½".

TXA-A1204 – Manila
Price Each **$67.99 — Expandable Capacity (Manila)**
25/pkg. Size: 11¾" x 9½" x 1¼".



Colors

Manila	*Green*
Yellow	*Gray*
Pink	