

## PERSONNEL FILE CHECKLIST

### Personnel File

*Each budgeted employee will have an official personnel file maintained by the administrative supervisor or unit administrator. Wage employee documents (other than those specifically identified as confidential file material) will be maintained in the payroll file.*

*Documents which are directly related to the employment relationship will be contained in the personnel file. The file may include the following items when applicable, but is not limited to:*

**Retain until 5 years  
after termination**

#### Example

**Employee terminates  
05/01/2008. File should  
be destroyed 5/01/2013.**

- Completed application and associated documents, such as cover letter, resume/CV, and reference letters which are required as part of the application process.
- Position description should be certified by employee and supervisor in GreatJobs within the first 30 days of employment and whenever the position description is revised. NOTE: Superseded position descriptions must be retained for 4 years.
- Training records (if not in TrainTraq)
- Letters of commendation or recommendation
- Letters of reprimand or other disciplinary correspondence
- Performance evaluations should be retained in GreatJobs. NOTE: Performance evaluations must be retained for 2 years.
- Awards and honors
- Correspondence to and from employee that is directly related to the employment relationship.
- Correspondence to and from administrators concerning the employment relationship
- Promotion materials
- Approved External Employment/Consulting Requests
- Alternate Work Location forms

**The following items should be kept in a separate confidential file (for budgeted or wage employees), but are still considered part of the official personnel file:**

- Formal employee complaints
- Sick leave documentation
- Medical information

### Note:

Files are to be destroyed upon expiration of the required retention period and must be disposed of in a manner that ensures protection for any sensitive or confidential information. Final disposition of records must be documented. Files in use prior to the expiration of the retention period due to litigation, claim negotiation, audit, public information request or administrative review must be retained until completion of the action.

## PERSONNEL FILE CHECKLIST

### References:

- System Regulation 33.99.01 Employment Practices  
<http://tamus.edu/offices/policy/policies/pdf/33-99-01.pdf>
  
- Official Personnel File Procedures  
  
<http://aghr.tamu.edu/rules-x/339999X102personnelfile.htm>  
<http://aghr.tamu.edu/rules-a/339999A102personnelfile.htm>  
<http://rules-saps.tamu.edu/PDFs/33.99.99.M1.pdf>
  
- Retention and Disposition of Public Records  
<http://tamus.edu/offices/policy/policies/pdf/61-99-01.pdf>