

## STANDARD ADMINISTRATIVE PROCEDURE

### 33.99.99.M0.01 Official Personnel File

*Approved December 21, 1996*

*Revised September 30, 2010*

*Revised October 17, 2013*

*Next scheduled review: October 17, 2018*

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#### Standard Administrative Procedure Statement

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Texas A&M University will maintain personnel records for each employee in accordance with records management requirements and where directed by policy, regulation or rule. The individual employee records will consist of documents relevant to the employment relationship with the University including documents maintained in other University and System electronic databases.

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#### Procedure

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#### 1. EMPLOYING DEPARTMENT RESPONSIBILITIES

1.1 Documents relevant to the employment relationship of a University employee that are collected, assembled, or maintained on behalf of the employee include, but are not limited to, the items identified in the Official Personnel File Records Reference, <http://employees.tamu.edu/reasons/official-records/reference/>

1.1.1 The Official Personnel File Records Reference also defines documents that must be maintained separately from other employee records.

1.2 Maintenance of employee personnel records is the responsibility of the department head or equivalent supervisor and will be secured in a manner that prevents unauthorized access.

1.3 Departments electing to maintain the employee personnel records electronically are subject to the same responsibilities.

#### 2. EMPLOYEE ACCESS

2.1 A Texas A&M employee may request access to their personnel records from the administrator responsible for maintaining the file; access should be provided within

a reasonable time period.

- 2.2 An employee may request and receive a copy of any document(s) placed in their personnel record.
- 2.3 An employee may request that a document relevant to their employment relationship with the University be included as part of their personnel records.
- 2.4 An employee may respond in writing to any documents in the file and request that the response be included as part of their personnel record.

### 3. RETENTION OF EMPLOYEE PERSONNEL RECORDS

- 3.1 Where maintained in other University or System databases, employee personnel records are considered the official record copy for retention purposes. There is no requirement for the department to maintain a convenience copy of these records.
- 3.2 When an employee transfers to another department within Texas A&M, the employee personnel records are transferred to the new employing department.
- 3.3 If an employee terminates employment with Texas A&M and subsequently returns to work for the University, the personnel records should be transferred to the new employing department if the personnel records have not met destruction date in accordance with the System records retention schedule.

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## Related Policies and Regulations

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*Official Personnel File Records Reference*

<http://employees.tamu.edu/relations/official-records/reference/>

The Texas A&M University System Records Retention Schedule

<http://assets.system.tamus.edu/files/legal/pdf/System-Records-Retention-Schedule.PDF>

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## Contact Office

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For more information or clarification on this procedure, contact [Employee Relations](#) at (979) 862-4027, or by email at [employee-relations@tamu.edu](mailto:employee-relations@tamu.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources](#)