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## Official Personnel File Quick Reference

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This is a Quick Reference to show examples of documents that should and should not be placed in an Official Personnel File (OPF), and is not intended to be all-inclusive. The department head or equivalent supervisor is responsible for ensuring an OPF is maintained in a secure place and kept complete and up-to-date with documents **relevant only to the employment relationship**. Access to an OPF should be restricted and monitored to ensure the integrity of the records in the file. For additional information, refer to TAMU Rule 33.99.99.M1 Official Personnel File at <http://rules-saps.tamu.edu/PDFs/33.99.99.M1.pdf>.

### Documents that Should be Placed in the Personnel File:

- Signed Application, include copies of any additional optional application materials such as the online resume and/or cover letter.
- Position Description unless certifying online
- Signed Offer Letter
- Documented proof of Selective Service Registration ( if applicant is male between the ages of 18 and 25)
- Acknowledgement of Receipt Form, signed receipts for employee handbooks, and other department agreements
- Alternate Work Location document and approvals
- Education Release Time program application and approval
- Flex Time Agreements
- Resignation/Termination Letters
- Annual Performance Reviews (reviews may be stored electronically when the online evaluation system is fully utilized within your area)
- Employee Performance Feedback forms
- Annual Salary or Appointment Letters
- Forms 500/EPA's indicating when the employment relationship with the department begins and ends (indicate last day actually worked), or indicating the employee's title has changed.
- Memoranda/correspondence (only if relevant to the employment relationship)
- Written reprimands or other disciplinary actions
- Employee rebuttals to evaluations or disciplinary actions
- Training Certificates not listed on TrainTraQ
- Official commendations, awards, and honors

### Documents that Should **NOT** be Placed in the Personnel File:

- **Any document that contains employee medical information should be kept in a separate, confidential medical file.** Such documents could include Leave Requests, Sick Leave Pool requests and acknowledgments, Family and Medical Leave Act (FMLA) documents, Workers' Compensation Insurance (WCI) claims, Americans with Disabilities Act (ADA) accommodation requests/agreements, Drug and Alcohol Tests/Results, pre-hire physicals, emails/correspondence containing employee medical information).
- **Employee complaints or investigations and/or any outside charges such as with the Equal Employment Opportunity Commission (EEOC) or the Texas Workforce Commission Civil Rights Division (TWCCRD) should be kept in a separate confidential file.** *This also would include any documents related to an investigation (i.e., documents from or between System or University offices, witness statements, notes regarding investigations).*
- **Records that contain personally identifiable information.** This would include copies of I-9 forms, W-4's, Direct Deposit Authorization, Social Security Number (SSN) , copies of SSN card or driver's license. In addition, unique department forms CANNOT contain an employee's SSN (use the Texas A&M Universal Identification Number [UIN] if needed).
- **Wage garnishments**
- **Forms 500/EPA's indicating funding source changes (EPA's may be stored electronically)**

**For additional information or questions please contact the Employee Relations Office at 979-862-4027 or [employee-relations@tamu.edu](mailto:employee-relations@tamu.edu).**