



Verification of Receipt for Employee Files

INSTRUCTIONS This form should be used by Texas A&M University departments/units to verify receipt of Texas A&M employees' official personnel files, confidential medical files, or other employee records. When delivering the files, please have them in a sealed envelopes.

PLEASE TYPE OR PRINT

Employee File	UIN
Releasing Department/Unit Name	Contact Person and Phone Number
Receiving Department/Unit Name	Contact Person and Phone Number
Please check one: <input type="checkbox"/> Permanent Transfer of Files/Records OR <input type="checkbox"/> Temporary Transfer of Files/Records	
Please check all that apply: <input type="checkbox"/> Official Personnel File <input type="checkbox"/> Medical File <input type="checkbox"/> Other, describe:	

Delivered by (Signature) _____

Date _____

Received by (Signature) _____

Date _____

DISTRIBUTION: Original to Receiving Department Copy to Releasing Department	NEED HELP? HROE Organizational Consulting & Resolution Management 979.862.4027 ocrm@tamu.edu
--	--