

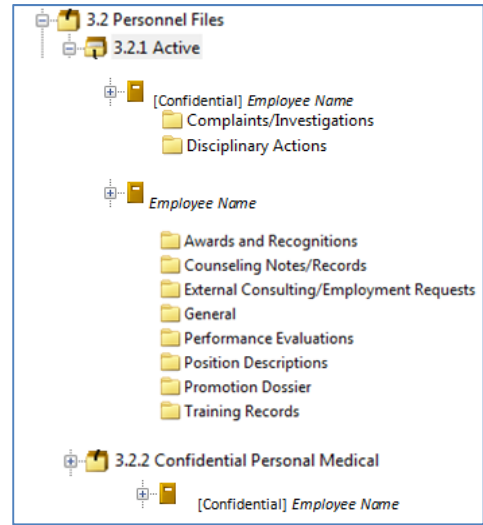
Personnel File Checklist

Revised 9/12/18



Each budgeted employee will have an official personnel file maintained by the **administrative supervisor or unit administrator**. Temp/Casual 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**:



Laserfiche	Sub Folder	Documents
3.2 Personnel File	Awards and Recognitions	Awards of administrative leave, awards, letters of appreciation, etc.
	Counseling Notes/Records	Documents such as supervisor notes of a verbal counseling, etc.
	External Consulting/Employment Request	Approved External Consulting/Employment Forms.
	General	Completed & signed application and associated documents, such as cover letter, resume/CV, transcript and reference letters which are required as part of the application process if documents are not in Workday. Correspondence to and from employee that is directly related to the employment relationship. Correspondence to and from administrators concerning the employment relationship. Alternate work location forms and flexible work schedule agreements. Also annual salary letters (if maintained, can be placed in a sub folder), foreign national documents (can be placed in a sub folder) and occupational medical documents required by position/duties. Offer letters prior to September 2007.
	Performance Evaluations	Performance Evaluations prior to GreatJobs.
	Position Description	Position Descriptions prior to GreatJobs.
	Promotion Dossier	Documents for faculty or staff promotions or promotion materials.
	Training Records	Training not tracked in TrainTraq (including certificates), documentation for safety training classes, etc.
3.2.1 Confidential Personnel File	Complaints/Investigations	Documents pertaining to the results of a complaint against an individual, or investigation of such complaint.
	Disciplinary Actions	Notice of required performance improvement and documents pertaining to a disciplinary action, such as a suspension.
3.2.2 Confidential Personal Medical File		Documents containing personal medical information such as FMLA documents, doctor's notes for release to work or work restrictions which contain medical information. NO occupational medical documents or any Workers' Compensation Insurance documents/information should be included.

Files are to be destroyed upon expiration of the required retention period and must be disposed of in a manner that ensures protection of 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. Records Management website: <https://agrilifeas.tamu.edu/risk-compliance/records-mgmt/>
 Instructions on creating personnel files in Laserfiche: <https://agrilifecd.n.tamu.edu/admin/files/2013/05/creating-personnel-file-in-laserfiche.pdf>