



UT Health Science Center: HR0130b-H Official Employee Personnel File Content	
Version 1	Publication Date: 05/25/2022

No./Title: 130b – OFFICIAL EMPLOYEE PERSONNEL FILE CONTENT	Resp. Office: HUMAN RESOURCES	Effective Date: 03/10/2014
Category: Employment	Last Review: 08/30/2018	Next Review: 08/30/2021
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Related Policies:		

This list applies to files for all HSC employees if applicable to the employee/classification.

(*) Indicates items required to be maintained by state statute or University policy

(#) Indicates items required to be maintained separately or redacted from file prior to public disclosure.

- Age verification for minors *
- Annual/Sick Leave transfer documentation from other agencies *
- Application, resume or curriculum vita *
- Appointment/job offer/agreement/acceptance letter/ registration form (residents) *
- Authorization of Disclosure Form *
- Certified Administrative Professional Exam notice of successful completion *
- Commendations, awards, complimentary letters *
- Criminal Record Clearance #
- Discharge letters/notices *
- Disciplinary actions/grievance materials/complaint letters *
- Employee death information/correspondence *
- Exit Interview Form #
- Faculty Appointment Agreement (FAA) Form * (Files located in Academic Affairs)
- Faculty promotion or tenure recommendations/letters of award * (Files located in Academic Affairs)
- Family and Medical Leave forms and records * #
- Flex year forms *
- Immigration Reform Employment Eligibility Authorization, I-9 Form * # License, certification, degree documentation/diplomas, transcripts, educational, accomplishments *
- Outside Interest Form, previously Conflict of Interest Form *
- Personnel Action Forms *
- Position description *
- Probationary Period Evaluations (for staff employees) *
- Records of persons reviewing the file *

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Reduction-in-force and recall notices *

Student status verification (for student employees) *