

Personnel Records

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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Errors or changes to: aim@uta.edu

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I. **General Policy**

The University of Texas at Arlington shall maintain an official personnel file for each employee.

II. **Contents**

An employee's official personnel file shall contain employment related documents, including, but not limited to the following: appointment letters, performance evaluations, disciplinary actions, counseling documentation, commendations, retirement documents, tax-sheltered annuity documents, group insurance and flexible spending account documents, employment application(s), resume(s), grievances filed by the employee with responsive documentation.

III. **Access to Information in Personnel File**

- A. The Texas Public Information Act provides that the personnel file of an individual employee includes all information maintained by the employer that relates to the employee, wherever located, and that such information is to be made available to the individual employee or the employee's designated representative.
- B. The Act further provides that information in the personnel file of an individual employee is subject to public disclosure without the consent of the individual employee except when the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy.

1. All information in the personnel file of an individual is available upon request to that individual employee or the employee's designated representative for inspection and duplication.
2. Appropriate University personnel, as designated by the administrative head of each office maintaining personnel records, shall have access to employee personnel records on an as needed basis.
3. Information in the employee personnel files will be released
 - a. in compliance with a judicial order or a subpoena, and
 - b. to representatives of State or Federal agencies pursuant to authority granted to them by statute or regulations.
4. Upon receipt of a judicial order or a subpoena requesting personnel and payroll documents, representative from the Office of Human Resources will collect all records, including files from the Payroll Office and employing department.
5. The custodian of public records for The University of Texas at Arlington is the Vice President for Business Affairs.

IV. Procedure for Access

- A. Employees (or their designated representative) who wish to review their personnel file may arrange to do so with a representative of Human Resources. When only inspection is requested (i.e., no copies made), no charge will be assessed.
- B. It is the policy of the University to recover the full costs for retrieving and copying public records, including personnel files. Employees will be assessed charges in accordance with guidelines set forth in [UT System Administration Policy UTS 139](#), Texas Public Information Act.
- C. All other inquiries about and requests for employee records shall be directed to the custodian of public records for the University, the Vice President for Business Affairs. If it is determined that the personnel file of an employee may contain information excepted from disclosure under the Texas Public Information Act, the Vice President for Business Affairs should be informed immediately.
- D. Any University official or employee receiving inquiries or requests for personnel records or information concerning employees of the University should forward the request immediately to the University's Vice President for Business Affairs.
- E. Procedures for handling record requests shall be in accordance with [UT System Administration Policy UTS 139](#), Texas Public Information Act.

Related Links

- [UT System Administration Policy UTS 139](#)