



## 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 \_\_\_\_\_

<b>DISTRIBUTION:</b> Original to Receiving Department Copy to Releasing Department	<b>NEED HELP?</b> HROE Employee Relations Department (ER) 979.862.4027   <a href="mailto:Employee-Relations@tamu.edu">Employee-Relations@tamu.edu</a>
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