



# CITY OF HOUSTON

## Administrative Procedure

Subject: **Personnel Records**

A.P. No:

**3-12**

Effective Date:

**May 11, 2011**

### 1. AUTHORITY

- 1.1 Article VI, Section 7a, City Charter of the City of Houston; Sections 14-202 and 14-203 City of Houston Code of Ordinances; Texas Public Information Act, Chapter 552, Texas Government Code; and Chapter 143, Texas Local Government Code.

### 2. PURPOSE

- 2.1 To establish guidelines for maintaining and reviewing personnel records.

### 3. PROCEDURE

- 3.1 There shall be only one official personnel file for each City employee. This file shall be maintained by the Employee Records Division of the Human Resources Department.
- 3.2 A department director or designee(s) may, upon written request to the Human Resources Director and in the course of official municipal activity, review the personnel file of any employee in his or her department, but may not review the file of an employee in another department unless that employee is under consideration for a transfer or promotion in the requesting director's department. Review of personnel files shall be conducted under the supervision of a designated employee of the Human Resources Department. The department director or designee may also request copies of an employee's personnel file.
- 3.3 A City employee who presents a government-issued photo identification, such as a City-issued badge or a driver license, may review his or her personnel file only under the supervision of an employee of the Human Resources Department. An employee who requests copies of his or her personnel file shall be assessed charges in accordance with the Texas Public Information Act (TPIA) cost rules in effect at the time of the request (except in the case of a layoff, an employee may receive one copy of their personnel file at no charge).
- 3.4 The Human Resources Director or his or her designee may authorize and establish procedures for individuals, such as the Legal Department employees (including Office of Inspector General) and City contracted payroll auditors, who in the performance of official City activity need to regularly review employee records.
- 3.5 All requests for verification of employment for current or former employees shall be administered by the Employee Records Division of the Human Resources Department. Regular employment verifications may be outsourced to a third party for processing.

Approved:

*Quinn D. Parker*

Date Approved:

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Complex verifications, such as social services, will be processed by the Employee Records Division. Departments shall not respond to external employment verification requests.

- 3.6 A request for any personnel file or section thereof that does not meet the conditions established above shall be submitted in writing to the Human Resources Department. Such request shall be processed as a *subpoena duces tecum* issued in compliance with a statute or a rule of civil or criminal procedure or in accordance with the provisions of the TPIA.

#### 4. CONFLICT AND REPEAL

- 4.1 This Administrative Procedure supersedes Mayors Policy No. 204.00, Employment: Records, signed February 14, 1985, which shall be of no further force or effect.