

Personnel File & Department File

Designated for the Personnel File (a-file)

- Commendations, congratulations, & honors
- Periodic evaluations by supervisor
- Misconduct resulting in formal discipline

Designated for the Department File (g-file)

- Misconduct not resulting in formal discipline
- Everything not required to be included in the Personnel File

Who gets what?

Agency provides upon request:

1. Personnel File and Department File to TCOLE as part of an ongoing investigation.
2. Personnel File and Department File to prospective appointing agencies as part of a background investigation.

Agency required to provide:

1. Personnel File to TCOLE within 30 days after separation.
2. Misconduct Investigation Reports to TCOLE in a timely manner but no later than 30 days after separation.