

Procedure III.3001.J.b, Employee Records

Associated Policy

Policy III.3001.J, Records Management

Procedure

Employee Document Review Process

Human Resources (HR) retains an electronic file of employee records for all College employees. Documents in the file include, but are not limited to, employee commendations forwarded to the Human Resources office, applications, transcripts, certificates, and any written reports regarding an employee's overall performance. Employee records are governed by the Local Schedule JC – Retention Schedule for Records of Public Junior Colleges, Part 7 – Personnel Records.

Employees should generally be aware of everything that is presently in their files, and they may review their electronic file (in person or via web conference software) by requesting an appointment with the HR Records Administrator. If the employee requests a copy of any items in their file, the HR Records Administrator will provide the document(s). In addition, former employees may make a formal request under the Texas Public Information Act (see Procedure 4-10) to obtain a copy of their file.

Only the individual employee, or a College representative with business reasons, may review an employee file. The College does not send employee files outside of the College unless they are subpoenaed by a court order or needed for accreditation or audit purposes.

Texas Public Information Act

San Jacinto College follows the rules outlined by the Texas Attorney General for compliance with the Texas Public Information Act. Information on how to obtain records is listed on the San Jacinto College website on the [Public Information Requests](#) page.

Confidential Personal Information

Employees may elect to have their address, telephone number, social security number, and family status remain confidential and not be public information. This election must be in writing and on file in Human Resources. If the employee does not elect to protect the same information from disclosure, then their addresses and telephone numbers are deemed public information. Employees may request this exception online through their Employee Self-Service account.

Definitions

1. **Record** is a local government record.
2. **Records retention schedule** means a document issued by the Texas State Library and Archives Commission under authority of Subchapter J, Chapter [441](#), Government Code, establishing mandatory retention periods for local government records.
3. **Texas Public Information Act** means the state legislation that gives the public the right to request access to government information.

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Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources
