

The Office of Human Resources shall maintain personnel records for all school employees, including but not limited to, official transcripts, licensure documents, experience records, and evaluation reports.

These records shall be stored in such a manner as to provide reasonable protection against fire and theft.

Personnel records shall be open to inspection only to:

1. the employee concerned, but only in the presence of an administrator or a designee of the person in charge of the records. References will not be open to the employee unless the record indicates that the person providing the reference has signed an agreement permitting the employee to see the reference;
2. the superintendent, a designee of the superintendent, or other administrators on a need-to-know basis;
3. the board of education during executive personnel sessions; and
4. representatives of regulatory (e.g. auditors) or accrediting agencies as required for the conduct of their official business.

Personnel records will not be made available to other persons without the written consent of the employee, unless otherwise designated by law as a “public record.” No material shall be removed from the record except for review. No record shall be removed from the Office of Human Resources without the express permission of the Head of Human Resources or the Superintendent (in those cases when the Head of Human Resources may not be available).