

PERSONNEL RECORDS

Personnel record folders shall be maintained for each employee and shall contain information related to the individual's employment which may include, but need not be limited to, the following:

1. Application
2. Pre-employment references, if any
3. College credentials, when required as a prerequisite for employment
4. Transcripts of educational preparation, when required for employment, assignment and salary purposes
5. State certification and/or appropriate license when required for the assignment
6. Record of additional training or course work
7. Record of annual salary
8. Record of annual work assignment
9. Evaluation and observation reports
10. Letters of commendation, if any
11. Other correspondence pertaining to the employee's performance or professional activity, including other anecdotal notes prepared by supervisor(s) pertaining to the employee's performance of responsibilities, all of which must be signed by the employee to the extent required by and in compliance with any applicable collective bargaining agreement

The employee's official personnel record folders shall be considered confidential and shall be kept secure in the personnel department.

The personnel record folders of all terminated, resigned or retired employees shall be retained so as to be accessible when needed in accordance with the Records Retention and Disposition Schedule established by the Commissioner of Education and adopted by the Board of Education.

Date Adopted: 5/16/06