Policy	*Title* **PERSONNEL RECORDS**	*Code* **GBJ**

HOLLISTON

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the education reporting requirements of the School Committee. To meet these needs, the superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the office of the central administration. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The superintendent or designee will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his/her own personnel file. The employee shall review the file in the presence of an administrator or administrator's designee. Review shall be within a specified area of the building. The file may not be removed from the area.

First Reading:	March 1, 2006
Second Reading:	March 16, 2006
Third Reading:	Waived
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Legal References:	Family Educational Rights and Privacy Act, Section 438, P.L. 90-247, Title IV, as amended 88 Stat. 571-574 (20 U.S.C. 1232g) and Regulations. M.G.L. 4:7; 66:10; 71:42C
Policy Cross Reference:	All Collective Bargaining Agreements
Procedure Reference:	