

**All Personnel**

AR 4112.6(a)

**PERSONNEL RECORDS**

4212.6

4312.6

**Placement of Material in Personnel Files**

1. Material in the employee's personnel file will normally include but shall not be limited to the following:
  - a. Application for employment.
  - b. Employment sign-up information, such as: Authorization to employ, oath of office, notice of employment, fingerprint card, medical examination records, tuberculosis card, etc.
  - c. Verification of education, experience, and credential or license as required.
  - d. Assignment order forms.
  - e. Officer of employment.
  - f. Performance appraisal reports and related materials.
  - g. Retirement entry or separation material.
  - h. Medical information required as per policy (4112.4) and regulations.
2. All material to be placed in a personnel file shall be processed through the administrator responsible for the maintenance of personnel files.
3. Material of a derogatory nature shall be addressed accordance with contract.

Personnel File Review Procedures (SEE CONTRACT)

*Legal Reference: (see next page)*

AR 4112.6(b)  
4212.6  
4312.6

**PERSONNEL FILES (continued)**

*Legal Reference:*

EDUCATION CODE

35253 Regulations to destroy records

44031 Personnel file contents and inspection

44663 Performance appraisals and related materials

GOVERNMENT CODE

3305-3306.5 District police officers; personnel files

6250-6270 California Public Records Act, especially:

6254 Exemption for personnel records if invasion of personal privacy

6254.3 Disclosure of home address and phone number

LABOR CODE

1198.5 Inspection of personnel files

PENAL CODE

11165.14 Report of investigation of child abuse complaint

CODE OF REGULATIONS, TITLE 5

16020-16022 Records, general provisions

16023-16027 Retention of records

COURT DECISIONS

Marken v. Santa Monica-Malibu Unified School District, (2012) 202 Cal.App.4th 1250

Bakersfield City School District v. Superior Ct. (2004) 118 Cal.App.4th 1041

ATTORNEY GENERAL OPINIONS

Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)