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## **GENERAL PERSONNEL POLICIES - EMPLOYEE'S CUMULATIVE RECORD**

Adoption Date: July, 1978; Revised February, 1982; Revised November 14, 2017  
Legal Ref: I.C. § 5-14-3 *et. seq.*  
Cross Ref: 2000-12

Westfield Washington Schools (“WWS”) will maintain a personnel file for each employee. The file will contain such information as required by law and will include performance evaluations. The Superintendent or his or her designee shall maintain the personnel files consistent with best practices and in a manner that protects the confidential information contained therein.

The employee’s personnel file shall include a copy of his transcript of grades from the college(s) where he/she matriculated and/or a copy of his/her honorable discharge from the armed services.

Pursuant to Indiana Law, employees may request and review their personnel files consistent with guidelines prepared by the Superintendent or his or her designee.