

**PERSONNEL RECORDS**

Present and past employees shall have access to their personnel files and records, which are maintained by the Alexandria City Public Schools. No separate employee files shall be maintained which are not available for that employee’s inspection.

The school division shall not maintain, in any employee file, information determined to be unfounded after a reasonable administrative review by Human Resources. Human Resources may retain such information in a separate sealed file if such information alleges civil or criminal offenses.

If information relative to employment is requested by banks or other third parties, written permission from the employee to release such information is required, except to comply with a court order, a lawfully issued subpoena, Va. Code § [2.2-3700](#), *et seq.*, or other law. The employee shall be notified of the request for records.

The Superintendent is responsible for maintaining a system of personnel records for all employees of the School Board. Personnel files of all School Board employees may be produced and maintained in digital or paper format.

Teacher performance indicators, or other data used to judge the performance or quality of a teacher, maintained in a teacher’s personnel file or otherwise is confidential but may be disclosed (i) pursuant to court order, (ii) for the purposes of a grievance proceeding involving the teacher, or (iii) as otherwise required by state or federal law. Nothing in this policy prohibits the release or limits the availability of nonidentifying, aggregate teacher performance indicators or other data.

Adopted: January 7, 1999  
Amended: November 21, 2002  
Amended: April 20, 2006  
Amended: June 11, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ [2.2-3700](#), *et seq.*; [2.2-3800](#) *et seq.*; [22.1-295.1](#) and [40.1-28.7:4](#).

Cross Ref.: GBLA Third Party Complaints Against Employees