

**Regulation 6420R**

**Personnel**

**PERSONNEL FILES**

Personnel files are confidential and are available only to the individual and to employees whose employment responsibilities require access. Information from such files may not be redisclosed to anyone who is not authorized to receive it.

Official personnel files of employees will be kept in the District Office and will contain all written materials relevant to the staff member's employment including, but not limited to observation/evaluation records, official communications to and from the staff member, transcripts, letters of reference, employment records, commendations, and so on. Principals and other supervisors should also maintain personnel files of their subordinates in their respective buildings; however, all such files are considered part of the employee's official file and carry the same provisions of confidentiality and access.

Employees should receive copies of all materials included in their files with the exception of materials received in confidence. Employees desiring to review materials in their files should provide advance notice and make an appointment with their respective principal/supervisor. Employees may review and receive copies of materials in their files, also with the exception of materials received in confidence.

Material kept in a personnel file will not be released without written authorization from the staff member or upon presentation of a legally binding instrument.

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