



Administrative Regulations

South San Antonio Independent School District

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General – Personnel Files - 2023	

The principal/department head shall follow the procedures outlined below regarding the maintenance of employee personnel records/files.

CAMPUS/DEPARTMENT FILES

1. The principal/department administrator shall retain all employee documents in a campus file. Employee documents that must be maintained include, but are not limited to, appraisals (including cumulative data, growth plans and responses), written memorandum (directives, reprimands, and responses), correspondence and letters of commendation.
2. Campus files shall be individually labeled, in folders and secured (under lock and key) in the campus/department office.
3. When an employee transfers to another school or department, the employee file is maintained by the principal/department head of the former campus. The file is NOT sent to the new campus. If warranted, the new principal/department head may contact the former principal to inquire about what is maintained in the former campus/department file.
4. The principal/department administrator shall retain files until date of separation +5 years. If removed after this date, the documents must be shredded.
5. Employees have the right to inspect the contents of their campus files. The employee shall follow guidelines outlined in administrative regulation: Access To Personnel Records.

HUMAN RESOURCES FILES

1. The principal/department administrator shall forward appraisals and reprimands, when necessary, to the Human Resources Department as directed. The campus will retain the original document. Appraisals are stored in the electronic records management system. Reprimands are filed in a confidential file in the Human Resources Department.
2. Human Resources shall maintain employee files/records in accordance with the retention schedule required by law.
3. Employee shall have access to their files in Human Resources via the district personnel file software, which can be accessed by the employee at any time.