

## **PERSONNEL RECORDS**

1. A personnel folder for each employee shall be accurately maintained in the administrative offices and permanently stored in an acceptable form.
2. In addition to the application for employment and references, such folders shall contain records and information related to compensation, payroll deductions, evaluations and other such information as may be considered pertinent.
3. All personnel records of individual employees of the Board shall be considered confidential. They shall not be open for public inspection. The Superintendent or designee shall take the necessary steps to safeguard against unauthorized use of all confidential material.
4. Each employee shall have the right, upon request and within a reasonable period of time, to review the contents of their own personnel file.
5. A list of employees and their salaries shall be tendered to any citizen upon request in accordance with RSA 91-A.

This Administrative Form accompanies:  
Policy **GBJ**: Revised: **5/06/2024**