

**Policy Statement #6040 (Personnel) of the Board of Education
Regarding Personnel Files**

- I. Purpose
 - A. To regulate the maintenance, retention, confidentiality, and security of personnel files
- II. Definition
 - A. Personnel File – A set of documents, either electronic or paper, which contains official confidential employment information for an employee of Calvert County Public Schools
- III. Policy Statement
 - A. The Board of Education of Calvert County recognizes the importance of maintaining accurate and thorough personnel files and the need for clear expectations as to the confidentiality of such files. The Calvert County Public Schools will take all appropriate measures to ensure compliance with the custodial responsibilities regarding the maintenance, retention, confidentiality, and security of personnel files.
- IV. Delegation of Authority
 - A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state, and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.
- V. Exceptions
 - A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state, and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.
- VI. Review
 - A. This policy will be reviewed at the end of three years, or sooner, if approved by majority vote of the Board of Education in public session.
- VII. Effective Date
 - A. This policy is effective February 13, 2025.

Citations

Personnel #6040

Originally Adopted: 8/10/06

Revised: 8/13/09; 10/11/12; 11/5/15; 12/13/18; 1/13/22; 2/13/25

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State Law: Md. Code Ann., State Gov't §§ 10-608 to 10-611, 10-616(i)

State Reg.: Maryland Code of Regulations 09.32.01.06 and 14.18.03

Federal Law: Americans With Disabilities Act of 1990; Family Medical Leave Act of 1993; Fair Labor Standards Act of 1938

Adm. Reg.:

Neg. Agr.: The Negotiated Agreements between Calvert County Public Schools and Calvert Education Association, Calvert Association of Educational Support Staff, and Calvert Association of Supervisors and Administrators

Other Citation:

Related Policies

1740 – Regarding Ethics

1920 – Regarding Records – Retention and Disposition