

**San Bernardino County Superintendent of Schools  
Procedure 4112.6, 4212.6, 4312.6**

**PERSONNEL RECORDS**

Personnel records shall be kept on all current employees and shall include information usually expected in personnel administration. Personnel records shall be kept on all resigned and retired employees and shall include such essential information as shall seem appropriate to the administration.

All personnel records will be considered confidential and will be available to members of the County Schools administration as determined by the *County Superintendent or designee*.

All materials filed, except for those prohibited by law, shall be made available for inspection by the employee involved at the records storage location, in the presence of a personnel staff member, and with no loss of compensation to the employee.

*Requests for copies of material in a personnel record must be made in writing. Any request by an employee to include materials in his/her personnel file must be approved by the Superintendent or designee.*

*Approved: September 15, 1994  
Revised: July 3, 2001  
Revised: January 8, 2014*

Date Approved /	<u>18/14</u>
Gary S. Thomas, Ed.D. County Superintendent of Schools San Bernardino County, California	
By	<i>Gary S. Thomas</i>