

*Personnel Records*

The Board feels that it has an obligation to check the fitness of any applicant for employment in this District and to maintain any information and data acquired with regard to the fitness of employees in a confidential file restricted to supervisory and official use only. The Board reserves this right not to deny information to an employee, but to protect the sources upon which it depends for assistance in evaluating its employees.

Personnel folders containing data, reports, and information on the work experience of staff members in this School District shall be kept in the office of the Associate Superintendent.

Principals shall have access to folders of members of their staff, but any review of, or additions to, material contained in the record shall take place in the office of the Associate Superintendent. Board members shall have access to employee records as required in the performance of their responsibilities and in the manner prescribed by the Commissioner of Education.