

PERSONNEL RECORDS

The Centennial School District recognizes its legal and managerial responsibility to create and maintain personnel records.

The Superintendent is responsible for the implementation of this policy.

Policy: 2.12
Adopted: 10/14/80
Amended: 10/14/86
 01/14/92
 08/13/96
 02/08/00
 12/13/05

I. Record Creation/Retention

The official custodian for employee files shall be the Coordinator of Human Resources.

- A. Files for active employees shall include, but are not limited to:
 - 1. Pre-employment materials and clearances, as required by law.
 - 2. Contracts of employment, as appropriate.
 - 3. Certification materials, as appropriate.
 - 4. College/university transcripts, as appropriate.
 - 5. Personnel action forms.
 - 6. Post-employment correspondence.
 - 7. Performance observations/evaluations.
 - 8. Annual salary notifications.
- B. Records of inactive employees shall be maintained for a minimum of two years on hard copy. After two years following termination the records may be retained on microfilm

II. Record Inspection/Access

- A. The employee has the right to inspect his/her personnel records located in the Human Resources Office.
 - 1. The employee shall request an appointment in the Human Resources Office for the inspection of records and indicate the purpose of the review.
 - 2. The employee shall be required to sign a record inspection card indicating the time and date of the record inspection.
 - 3. Inspection of records must be done in the presence of the custodian of the record or his/her designee and records may not be removed from the office by the employee.
 - 4. Upon employee request, a copy of material in the personnel file will be furnished to the employee at the employee's expense.
- B. The Coordinator of Human Resources may approve the inspection of personnel records of current or former employees by:
 - 1. School district administrators who have a legitimate interest
 - 2. Legal authorities upon receipt of subpoena.
 - 3. Other individuals or agencies, only with the approval of the current or former employee.
- C. Copies of employee records will be sent to outside employers/agencies only upon written request of the employee.
- D. Former employees can access their personnel file by contacting the Human Resources Office.

Administrative Procedures: 2.12

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