

526 PERSONNEL RECORDS

An official personnel folder shall be maintained in the district office and shall contain pertinent data concerning the employee. All staff medical records shall be maintained in separate files from other personnel records. Anecdotal records shall be maintained by principals and supervisors.

Maintenance of personnel records shall not be inconsistent with terms of the Master Agreement covering personnel records. Individual personnel records shall be maintained and disclosed in accordance with state and federal laws and regulations. All written materials filed in an employee's personnel folder shall be available for inspection by the individual employee in accordance with state law.

Reviewed, revised, and approved by the Board of Education on October 23, 2006.