

## **PERSONNEL RECORDS**

The superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records.

Personnel records will include, but are not limited to, personnel resumes, evaluations, pertinent written and verbal communications relating to job performance, employment contracts, memoranda of understanding, business related data, etc.

Personnel records will be maintained for all employees including administrator(s), teachers, classified employees, and co-curricular personnel.

Personnel records will be maintained for a minimum of five (5) years, or to the federal or state requirements, after the departure of the individual from employment with the school district.

Access to personnel records will be limited to reviewing all or a part of these records in the office in which the records are kept.

Personnel records will be kept in accordance with the following guidelines:

1. A personnel folder for each administrative, certified and classified employee shall be accurately maintained in the office of the superintendent of schools.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, written and documented verbal communication relating to job performance, evaluations, resumes, college transcripts, degree(s) earned, and such other information as may be considered pertinent.
3. All personnel records of an individual employee of the school district shall be considered confidential. Personnel records shall not be opened for public inspection unless specifically authorized under RSA 91-A: 4. Only the school board, the superintendent, and his/her designees shall have access to personnel records of employees. The superintendent and his/her designee shall take the necessary steps to safeguard against unauthorized use of all confidential material.
4. Each employee shall have the right, upon request, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the school district on a confidential basis by universities, colleges, or persons not connected with the school district. Any employee reviewing his/her file must review the file at the office of the superintendent of schools. Under no circumstances may an employee



remove in part, or in entirety his/her personnel file from the superintendent's office.

5. Lists of employees, their addresses, and their salaries shall be tendered to any citizen upon request in accord with RSA 91-A:4.

**Legal References:**

RSA 91-A:5, *Access to Governmental Records and Meetings; Exemptions*

Public Law 104-191, *Health Insurance Portability and Accountability Act of 1996*

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