

## **PERSONNEL RECORDS**

The superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records. Personnel records will be maintained for all employees including teachers, support staff, co-curricular personnel, and administrator(s).

Personnel records will be maintained according to state and federal regulations. All personnel records of an individual employee of the school district are confidential.

Personnel records shall not be opened for public inspection unless specifically authorized under RSA 91-A:4. Only the superintendent and his/her designees shall have access to personnel records of employees. The superintendent and his/her designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.

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

1. The complete personnel folder for each administrative, certified, and classified employee shall be maintained in the office of the superintendent of schools.
2. In addition to the application for employment and references, such folders shall contain current and past records and information relative to compensation, payroll deductions, benefits, employment contracts, memoranda of understanding, all 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. Each employee shall have the right, upon request, to review and receive a copy 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.
4. Lists of employees, their school addresses, and their salaries shall be tendered to any citizen upon request in accord with RSA 91-A:4.



5. All personnel records shall comply with the state and federal requirements of the Health Insurance Portability and Accountability Act (HIPAA).
6. Nothing shall be removed from a personnel file without school board approval.

**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*

Adopted 2006

Revised 2016

