

PERSONAL RECORDS

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

1. A personnel folder for each employee, certified and non-certified, shall be accurately maintained in the administrative offices.
2. In addition to the application for the employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.
3. All personnel records of individual employees of the Board shall be considered confidential. They shall not be open for public inspection. The superintendent and his designees 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 own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district.
5. Lists of districts employees' names and addresses shall be released only to governmental agencies as required for official reports.
6. There shall be only one master file, kept in the administrative office; however, the building principal may keep a file prior to transferring the data to the master file.

LONDONDERRY SCHOOL BOARD

Adopted: July 10, 1978