

**PERSONNEL: GENERAL****Personnel Records**

A personnel file will be established and maintained for each employee and former employee and will be stored in a secure location under the control of the Superintendent or designee. Information about District employees is required for the daily administration of the District, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting Board, State, and Federal educational reporting requirements. The personnel file is a legal document and shall contain information pertinent to an employee's work history and shall be maintained in compliance with state and federal laws and regulations. The Board authorizes the Superintendent to establish procedures overseeing the maintenance of personnel files including procedures guiding employees' review of personnel files containing records related to employment.

## Legal Reference:

EDUCATION CODE

44031 Personnel File Contents and Inspection

Policy 4112.3 & 4212.4 Adopted:	March 8, 1983
Renumbered, Revised Policy Adopted:	July 28, 1983
Revised Policy Adopted:	February 9, 1984
Revised Policy Adopted:	November 14, 2006