

## PERSONNEL RECORDS

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, pay- roll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to the employee, and such other individuals as are authorized by law to access the files for lawful reasons. Access may also be compelled by a lawfully issued subpoena of a state or federal court, or an administrative agency.
4. Each employee will have the right, upon written request, to review the contents of his or her own personnel file.
5. Employees may make written objections to any information contained in their personnel file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Any and all negative comments may be placed in a staff member's file as long as the staff member is informed of the content and afforded the opportunity to attach his/her written response.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or in response to lawfully authorized requests for such information, or in response to lawfully issued subpoenas of state and federal courts or an administrative agency.

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438,  
P.L. 90-247, Title IV, as amended 88 Stat. 571-574  
(20 U.S.C. 1232g) and regulations.  
M.G.L. 4:7; 71:42C Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: KDB, Public Right To Know