

**PERSONNEL**

**Personnel Records**

A master file of all materials relating to an employee shall exist at the district Superintendent's office. If files are maintained elsewhere in the district it will be indicated in their master file.

All material placed in the employee's file and originating with the school district shall be available to the employee at his request for inspection in the presence of the person(s) responsible for keeping the files.

The employee shall have the right to answer any material filed, and his answer shall be submitted to the District personnel office which shall attach it to all file copies.

All references and information originating outside the school district on the basis of confidentiality, and the information obtained by the school district in the process of recommending a teacher for employment or promotion, shall not be subject to this agreement and therefore shall not be available for inspection by the employee.

Date of Adoption: \_\_\_\_\_  
Last Revision: \_\_\_\_\_  
Last Review: November 11, 2002

Legal Reference:  
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