

# POLICY

## BOARD OF EDUCATION DENVER PUBLIC SCHOOLS

OPERATIONS  
8320/Page 1 of 2  
Personnel Records

### 8320 PERSONNEL RECORDS

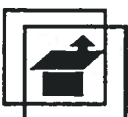
The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; and evidence of properly conducted evaluations. Only that information that pertains to the professional role of the employee and is submitted by duly authorized school administrative personnel or the Board may be entered in an employee's personnel file.

The Board delegates to the Superintendent the maintenance of personnel records. A single, central file shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. The personnel files of this district will be reviewed annually and material no longer required will be destroyed.

Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Personnel records may be inspected by members of the Board of Education and by school administrators to the extent that such inspection is required in the performance of the inspector's duties. An employee may inspect his or her personnel file provided that the employee reviews the record in the presence of the administrator designated to maintain the file and has made a prior appointment to do so and makes no alteration or addition to the file nor removes any material from it.

An employee may appeal for appropriate administrative review of the inclusion, exclusion, or accuracy of any record in his or her personnel file. An employee has the right to include a rebuttal in his or her personnel file.



# POLICY

## BOARD OF EDUCATION DENVER PUBLIC SCHOOLS

OPERATIONS  
- 8320/Page 2 of 2  
Personnel Records

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, recommendations, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and other appropriate records.

N.J.S.A. 18A:66-32

Adopted: 26 February 1996

