

SCHOOL DISTRICT OF NEW LONDON

**ADMINISTRATIVE GUIDELINE
526 - PERSONNEL RECORDS**

Employees may inspect personnel files in accordance with the provisions of the current employee handbook. Access will not be granted to references and other material provided to the district on a confidential basis prior to employment.

The District Administrator or his/her designee will be the records manager for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files. Placement of materials in the personnel files will be in accordance with personnel policies and will be at the discretion of the District Administrator or his/her designee.

No complaint, suggestion, recommendation, or evaluation will be placed in the file without the signature of the person making the comment. Personnel records will be administered in accordance with current employment agreement.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 526 Personnel Records

LEGAL REFERENCE: