

## **GBJ - PERSONNEL RECORDS**

The Superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records that is in full compliance with all state and federal requirements, and the following guidelines.

1. A personnel folder for each employee, certificated and non-certificated, shall be accurately maintained in the administrative offices and permanently stored in an acceptable form.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations and other such information as may be considered pertinent.
3. All personnel records of individual employees of the board shall be considered confidential. They shall not be open for public inspection. The Superintendent and his/her designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
4. Each employee shall have the right, upon request and within a reasonable period of time, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the District on a confidential basis by universities, colleges or persons not connected with the District. Upon request the employee will be provided with a copy of all or part of such file, and the District may charge the employee a fee reasonably related to the cost of supplying the requested documents per RSA 275:56.
5. If upon inspection of his/her personnel file, an employee disagrees with any of the information contained in such file, and the employee and school administration cannot agree upon removal or correction, then the employee may submit a written statement explaining his/her version of the information together with evidence supporting such version per RSA 275:56. This statement shall be maintained as part of the employee's personnel file.
6. If an employee is subject to a law enforcement or government security investigation at the time of request for personnel file access, the provisions of this policy shall not require the disclosure of such information contained within the personnel file per RSA 275:56.
7. A list of employees, their addresses and their salaries shall be tendered to any citizen upon request in accordance with RSA 91-A.

### Statutory/Regulatory/Policy/Handbook Cross References

RSA 91:A:5 (Access to Public Records)  
RSA 275:56 (Employee Access to Personnel Files)  
Handbook (Referenced in Personnel Handbooks)

APPROVED: July 20, 2006