

**Personnel Records**

**I. RECORDS TO BE KEPT**

- A. Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration which is generally used to determine an employee's eligibility for employment, promotion, additional compensation, transfer, termination, disciplinary or other adverse personnel action.
- B. A file shall be kept for all employees who retire or are terminated from service, including such essential information as shall seem appropriate to the administration, in accordance with the records retention requirements under applicable state law.

**II. OUTSIDE REQUESTS FOR DISCLOSURE OF FILES**

- A. The Superintendent, on behalf of the Board, shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical, or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.
- B. The records will be disclosed unless written objection is received from the employee or employee's collective bargaining representative within seven business days from the receipt of the notice by the employee or the collective bargaining representative or, if there is no evidence of receipt of the written notice, not later than nine business days from the date the notice was actually mailed. If there is no evidence of the receipt of the notification by the employee, the records will be disclosed within nine business days from the date the notice was mailed, sent, posted, or otherwise given.
- C. Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.
- D. Records maintained or kept on file by the board of education which are records of a teacher's personal misconduct shall be deemed to be public records and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

**III. INSPECTION OF RECORDS BY THE EMPLOYEE**

All written materials shall be made available for inspection by the employee and a collective bargaining representative involved, if any, at an off-duty time in the presence of an administrator or his/her representative. Upon request, a professional employee will be provided a copy of supervisory records and reports maintained in said employee's personnel file with reference to evaluation of performance.

**Personnel Records**

**Legal References:** Connecticut General Statutes

- 1-210. Access to public records. Exempt records.
- 1-213. Agency administration. Disclosure of personnel and tax records.
- 1-214. Public employment contracts as public records. Objection to disclosure of personnel or medical files.
- 7-10a. Destruction of documents.
- 10-151a. Access of teacher to supervisory records and reports in personnel file.
- 10-151c. Records of teacher performance and evaluation not public records. (as amended by PA 02-138)
- 10-8. Records management program. Public records – administration.
- 11-8a. Retention, destruction and transfer of documents.

**Policy Approved: 5/8/89**

**Policy Revised: 12/17/01, 03/17/03**