

CHAPTER 10

10.11 DISPOSITION OF CENTRAL OFFICE RECORDS (Revised (05/09/95))

10.11.1 Personnel Records (Revised 05/09/95)

All records dealing with and relating to personnel are kept filed in an orderly manner at the county office. Personnel information kept includes information relating to teacher's certificate of training and experience (properly notarized and verified); all certificates (original or copy) held by the teacher; all contracts by and between the Board of Education and the teacher (probationary and continuing); employee application; selective service classifications (when they were in effect); all correspondence, incoming and outgoing, pertaining to the teacher.

The person(s) responsible for maintaining personnel records shall be the Personnel Director and Personnel Director's secretary.

The procedures to be followed by county staff in accessing personnel files shall be as follows: a) files are to be checked out through the Personnel Director or his/her designee; b) personnel files should not be removed from office; and c) persons using personnel files will sign an in and out log if the file is to be used outside the immediate filing area.

Since personnel files are an individual's formal record, it is essential that great care be used in handling them.

10.11.2 Board of Education Records

All records, including board meeting minutes and financial records shall be kept in an orderly fashion in the central office.

Also see: Sections 1.3.3, Items 4 and 5, and 1.4.8

10.11.3 Buildings

Floor plans and blueprints of school property are to be filed in the central administrative offices.

These documents shall be made available for inspection only upon the recommendation of the superintendent.