

8320 PERSONNEL RECORDS (M)

[See POLICY ALERT No. 106 and 220]

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The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon that sufficient records be compiled and maintained to demonstrate an employee's qualifications for employment and employment history. for the position assigned; compliance with federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

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; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent or his/her their administrative designee shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for ten (10) six (6) years in accordance with law following his or her their termination from district service, provided the employment history record card is maintained a minimum of eighty years (80).

The personnel files of this district may be reviewed annually and material no longer required will be destroyed. in accordance with law.

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation **8320 - Section G.**

Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for by law and in this policy. With respect to personnel information, public Board minutes and other public records of this district and any computerized files maintained by this district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.



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Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions, and such inspection shall be arranged through the Superintendent.

An employee may inspect his or her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

~~Any school may develop a school personnel directory subject to the following conditions:~~

- ~~1. The school personnel directory will be distributed only to those governmental agencies and other school-related parties that have been authorized by the Superintendent.~~
- ~~2. Under no circumstances will the school personnel directory be used for political or commercial purposes.~~
- ~~3. A copy of such directory will always be available in the site administrator's office for review by interested persons.~~
- ~~4. Employees shall have the right to request non-disclosure.~~

~~An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his or her personnel file.~~

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The Superintendent or his/herttheir designee shall prepare rules enumerating the records to be maintained for each employee of this district, including, at a minimum and as



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appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignment of positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations. ~~those records that the district is required to maintain and retain by law.~~

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32
N.J.S.A. 47:1A-1 et seq.
N.J.A.C. 6A32-4.3

Adopted: 2 April 2001
Revised:

First Read: 21 March 2024
Second Read:

