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445 PERSONNEL 201 FILES

Each ~~teacher~~ **employee**'s permanent personnel 201 files shall be maintained under the following conditions:

A. All materials placed in the 201 file and originating within the District shall be available to the ~~teacher~~ **employee**, or ~~teacher~~ **employee**'s designee, for inspection by appointment.

B. Evaluation forms and other documents pertaining to the ~~teacher~~ **employee**'s performance and character shall remain a permanent part of the 201 and shall not be removed without written notification.

C. The ~~teacher~~ **employee** shall have the right to respond in writing to any material filed, and such response shall be included in the 201 file.

D. All references and information originating outside the District on the basis of confidentiality, and information obtained within the District in the process of evaluating the ~~teacher~~ **employee** for initial employment, shall not be available for inspection or response by the ~~teacher~~ **employee**. Upon acquiring tenure the above material contained in this section (D) will be removed from the 201 file upon the ~~teacher~~ **employee**'s request.

E. Material originating within the District which is derogatory to a ~~teacher~~ **employee** regarding that ~~teacher~~ **employee**'s conduct, service, character, or personality shall not be placed in a ~~teacher~~ **employee**'s file unless the ~~teacher~~ **employee** has had an opportunity to read the material. The ~~teacher~~ **employee** shall acknowledge that the ~~teacher~~ **employee** has read such material by affixing the ~~teacher~~ **employee**'s signature to the actual copy to be filed. Such signature does not necessarily indicate agreement with the content of such material. Derogatory material proven to be unfounded in a grievance resolution shall not be retained in the 201 file.

F. When the ~~teacher~~ **employee** refuses to sign the material, notice of refusal shall be forwarded to KPEA and a copy of such notice attached to the material and filed in the 201 file.

G. There shall only be one official personnel file containing material for evaluative purposes; that is the Personnel/201 file. Official material used for evaluative purposes, or non-retention for performance reasons, will be placed in the 201 file.

H. It is recognized by the Association that building files are maintained. Building files will not be transferred **between worksites**. ~~Except for corrective emails, memos, and letters addressed to the employee and formal evaluations,~~ **B**uilding files for all tenured teacher**s** will be destroyed by the outgoing administrator when the administrator is no longer employed at that site. ~~The above corrective documents shall be destroyed after three~~

~~years from date of issuance.~~ **Materials in the building file that are not contained in the personnel file will be destroyed after twenty-four (24) months.**