

TA *10/25* 4/17/2025  
JG *4/17/25*

## ARTICLE 7 PERSONNEL FILES

- A.** All materials, including employee evaluations, placed in the permanent District Office employee's file and originating within the District shall be available to the employee or designee for inspection on an individual conference basis by request and appointment. Permission must be given on the established form, in writing.
- B.** Material originating within the District regarding an employee's conduct, service, character, or personality shall not be placed in an employee's file unless it is dated and signed by the author, or a person witnessing the delivery of the material to the employee in question. A U.S. Postal return receipt card may be used as proof of signature. The employee shall have an opportunity to read any material before it is entered into the employee's file. The employee will be requested to affix the employee's signature to the actual copy to be filed. Such signature indicates only that the material has been seen, not agreement to its content.
- C.** Materials included in the employee's personnel file are subject to removal at the discretion of the Superintendent. One (1) year after inclusion of material, an employee may make an appointment and meet with the Superintendent to discuss the removal of such material.
- D.** If the Superintendent deems it necessary to retain the material, the employee shall be informed. The employee shall have twenty (20) days to respond to the material in the file.
- E.** Evaluation forms and other documents pertaining to employee performance **will** remain in the employee's personnel file, except as approved **for removal** in C, above.
- F.** Only one official personnel file shall be maintained for each employee. The employee shall have the right to respond in writing to any material filed, and such response shall be included in the file.
- G.** 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 employee for initial employment shall not be available for inspection or response by the employee. It is also agreed that such material shall be destroyed, upon employee request after the employee has worked for the District for one (1) year.
- H.** Each employee shall receive a copy of her/his **their** evaluation.
- I.** It is recognized by the Association that building files are maintained. Building files will not be transferred **between worksites**. **Building files for all non-probationary employees will be destroyed by the outgoing administrator when the**

administrator is no longer employed at that site. Materials in the building file that are not contained in the personnel file will be destroyed after ~~thirty-six (36) months~~  
**twenty-four (24) months.**