

**Summers County Board of Education**

**Scope:** This policy is enacted by the county board to establish procedures for accessing personnel records.

**Authority:**

**Adopted:** June 27, 1991.

**Amended:** December 9, 2021.

**Reviewed:** October 14, 2021.

**ACCESS TO PERSONNEL RECORDS**

Personnel records of all employees are kept in the central office and under the supervision and control of the superintendent or his/her designee. It shall be the duty of the superintendent or his/her designee to provide any employee with access to his/her personnel file, removing the file from the specific location in his/her presence. The employee may review his/her file alone, or he/she may have his/her representative accompany him/her during the review. The employee may obtain copies of any part or all of his/her file and be charged for the cost of duplicating copies.

In addition to the employee and his/her representative, personnel records are accessible only to the employee, supervisor, central office administrators, and legal counsel for the county board.