

PERSONNEL RECORDS PROCEDURES

- A. People have the right to the following information:
 - 1. Name of employee
 - 2. Residence/Address
 - 3. Date and place of birth
 - 4. Date of employment in Sanford
 - 5. Regular and extra-curricular duties, subjects taught since employed by Sanford
 - 6. Post-Secondary institutions attended, degrees received and dates degrees were awarded.
 - 7. Anyone having a question regarding this regulation should take it to the superintendent
- B. People requesting to review staff personnel records must complete Form IA-P.R.
- C. Staff members will remain with the records until they are returned to the folder.
- D. Staff members must remove the following information from the personnel records before allowing anyone to review the records.
 - 1. Medical information
 - 2. Evaluations
 - 3. Credit information
 - 4. Complaints and any material pertaining to disciplinary action
- E. Before you allow anyone to review a staff member's record, please go through the folder and remove any item listed in "D"
- F. If anyone should have a question regarding this regulation they should take it to the superintendent.

Adoption date: February 1, 1993

Effective date: February 1, 1993

SANFORD SCHOOL DEPARTMENT