

BARNEVELD SCHOOL DISTRICT
PERSONNEL RECORDS

A personnel file shall be maintained for each employee and shall contain such information as application, credentials, transcripts, references, and other pertinent information concerning the employee. Personnel files shall be maintained in the administrative offices. Separate files shall be maintained for employee medical examination forms. Such files shall be treated as confidential medical records.

Individual personnel records shall be maintained in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of his/her personnel file pursuant to provisions outlined in the current employee agreement(s) and state law.

Letters of reprimand shall be retained for at least seven years (default retention period for public records), and thereafter may be retained permanently in the personnel file or may be removed at the discretion of the District Administration and the Board of Education.

Legal Reference:	Sections	19.31 to 19.37 103.13 146.81 146.84 252.15	Wisconsin Statutes
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Chapter 19, Subchapters II and IV
Americans with Disabilities Act of 1990

Cross Reference: 824, Access to Public Records

Adopted: December 10, 2014