

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

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<b>Subject:</b>  Personnel Records & Data Storage & Destruction	<b>Date Approved:</b> June 15, 1982 October 17, 2006 May 26, 2009 March 16, 2010 May 15, 2018 <b>Date Revised:</b> December 20, 1988 April 20, 1999 September 19, 2006 March 17, 2009 February 04, 2010 February 16, 2010 April 17, 2018 <b>Date Effective:</b> July 1, 1999 October 17, 2006 May 26, 2009 March 16, 2010 May 15, 2018

## 1. PURPOSE

To establish an efficient policy storage and destruction of employment data regarding all employees of the Board of Education in adherence to the Public Information and Sarbanes-Oxley Acts.

## 2. PROCEDURE

Data regarding employees shall be housed in both the Finance and Human Resources Departments. There may be some duplication of data for identification and facility purposes. When appropriate, some information may also be recorded on a computer database for administrative and reporting purposes. Employee demographic data shall not be used for advancement/job placement purposes. The following information is retained on all employees:

Name	Annual Salary
Salutation	Period of Employment (10, 11, or 12 month)
Sex	Retirement Enrollment Number
Addresses: Local and Permanent	Attendance Records
Phone Number	Educational Preparation
Social Security	Experience Record
Date of Birth	Evaluations
Date of Employment	Tax Forms

**Somerset County Board of Education**

Current Assignment  
Type of Certificate Held

Beneficiaries  
Medical Enrollment/Documentation

There shall be only one personnel folder for each employee and it shall be retained in a locked filing cabinet in the Human Resources Department.

The professional folder may be sub-divided storing certification materials. A separate color coded medical file is maintained for each employee.

The data stored in the finance office as part of the personnel file shall be used for payroll purposes and reimbursement.

Data housed in the professional folder includes professional judgment related to the professional evaluation of performance. The professional evaluation documents are official by requiring an acknowledgement signature from the employee and the performance rater.

The employee has the right to review the contents of his/her personnel file. To do so, the employee must make an appointment and request to view the contents of his/her personnel file located in the Human Resources Department. The employee may request to insert material supportive to his/her professional performance. Materials resulting from the evaluation process as established by the Board of Education shall be considered as part of the professional folder. No disciplinary action material will be placed in the personnel file without written acknowledgement of said employee.

All data regarding the employment or performance of an employee shall be confidential and professionally treated. The privacy of an employee must be protected. Only the employee's immediate supervisor, members of the school board, Board Attorney, the Central Office professional staff and the employee or their representative have access to an individual's personnel file.

Somerset County Public Schools' Board members, employees, and vendors may disclose an employee's personal information to appropriate parties in an emergency if knowledge of the information is necessary to protect the health or safety of the employee or other individuals.

Employment data will be destroyed in a secure manner at the end of the following retention periods for both electronic and paper-based records:

- |  |                          |
|--|--------------------------|
| - Employment Applications Documents and References | 3 years after separation |
| - Payroll Records & Summaries                      | 7 years after separation |
| - Terminated Employees Files                       | 7 years after separation |
| - Timesheets                                       | 7 years after separation |
| - Medical Records/FMLA                             | 3 years after separation |
| - Workers Compensation Files                       | 30 years                 |

Reference: Annotated Code of Maryland 4-204 Public Information Act  
Sarbanes-Oxley Act