

**PERSONNEL RECORDS**

Two files will be maintained for each employee. One file will contain the pay records to which the Payroll Department requires frequent access. The other file will contain copies of personnel forms, official correspondence, evaluations and other material relating to the individual's employment. Access to both files will be limited consistent with their confidentiality.

Employee personnel and payroll records are the property of the Augusta School Department and are treated as confidential documents.

Personnel files are maintained at the Personnel Office under the supervision of the Director of Personnel and Benefits.

All current and former employees have a right to inspect his or her own personnel files upon written request. The request should be submitted in writing and should specify the reason for the request and the specific records to be reviewed.

Such inspection will take place in the privacy of the office where the requested file is maintained and in the presence of the school official responsible for such records. Review of the files will take place during regular business hours within two (2) days of the date of the request. Any copying of such files will be done at a reasonable cost to the employee, unless otherwise prohibited by law.

Adopted: April 10, 2002

Augusta Board of Education