

## **G-14 PERSONNEL RECORDS**

The school administration shall maintain a personnel file in the office of the superintendent for each person it employs. The personnel file shall include the following sections:

1. EVALUATION SECTION

The evaluation section shall include all complaints against and commendations of the person, written suggestions for corrections and improvements, and evaluation reports made by the administration.

2. SUPPLEMENTARY SECTION

The supplementary section shall include teacher certificates, health certificates, standard test scores, academic records, pre-employment references, application forms, and other like items.

### ADDITIONS TO THE EVALUATION SECTION

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

1. The comment is signed by the person making the complaint, commendation, suggestion, or evaluation; and
2. The superintendent or person's principal has notified the employee by letter that the comment is available in the superintendent's office for inspection prior to its placement in the evaluation section.

The employee may offer a denial or explanation of the complaint, commendation, suggestion, or evaluation, and any such denial or explanation shall become a part of the person's evaluation section.

### GENERAL ACCESS TO THE PERSONNEL FILE

Access to a personnel file may be given to the following persons without the consent of the employee:

1. The superintendent, assistant superintendent, the person's principal, the person's supervisor, and the School Board meeting in Executive Session, or the superintendent's designee.

## EMPLOYEE'S ACCESS TO HIS OR HER PERSONNEL FILE

A person may have access to his or her own personnel file during regular school hours. The right to access includes the right to make written objections to any information signed by the teacher and it shall become part of the personnel file. A member of the administrative staff must be present during the time the file is reviewed by the employee.

## RECORDS MANAGEMENT

The superintendent shall be the records manager for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of personnel files. The superintendent may, however, designate another official to perform the duties of the records manager. The records manager is responsible for granting or denying access to records on the basis of these regulations.

SOURCE: Plainfield Community School Corporation  
Plainfield, IN

NOTE: Please see IC 5-14-3-3 and IC 5-14-3-4

ADOPTED: 06/12/79

REVISED: 01/25/90, 04/13/06