

PERSONNEL RECORDS

A personnel file shall be maintained in the district office for each regular full-time and regular part-time employee and may contain such information as an application, college credentials, transcripts, references, evaluations, and other pertinent information concerning the employee. The personnel file shall be maintained by either the District Office or an office designated by the Superintendent and shall be kept in a secured location. Materials shall not be removed from the personnel file without permission of the superintendent or his/her designee. An employee may not add items to his/her personnel file without permission of the superintendent or his/her designee, unless required by law.

Personnel records shall be maintained in accordance with state and federal laws and regulations and shall be retained in accordance with the District's record retention schedule. An employee shall have the right to review the contents of his/her personnel file as permitted by state and federal laws.

Employees are hereby notified that the legal custodian of all records, including personnel records, is the Superintendent or his/her designee. The legal custodian is vested with full legal power to render decisions and to carry out the duties of the District under the Wisconsin Public Records Law. Requests by an employee to inspect or copy records concerning the employee will be handled by the legal custodian.

The personnel file of the superintendent will be maintained by the Board President.

Open records requests for employees will be reviewed by the district's law firm.

LEGAL REF.: Wis. Stat. § 103.13  
Wis. Stat. §19.31 to 19.39

CROSS REF.: 823-Rule, Guidelines for Access to Public Records

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