

- Required
- Local
- Notice**

**EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION**

Information about staff is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting Board of Education, state and federal educational reporting requirements. To these ends, the Board authorizes and directs the Superintendent of Schools to develop and implement a comprehensive and efficient system of personnel records maintenance and control.

The procedures set out in Part 84 of the Regulations of the Commissioner of Education describe the means to which the Board can access personnel records.

Adoption date: 06/21/2022