

## **2413 (GBJ) Personnel Records 2413 (GBJ)**

The Superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records that is in full compliance with all state and federal requirements, under the following guidelines:

1. A personnel folder for each employee, certificated and non-certificated, shall be accurately maintained in the administrative offices.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.
3. All personnel records of individual employees of the Board shall be considered confidential as determined by RSA 91-A:5. The Superintendent or his designee shall take the necessary steps to safeguard against unauthorized use or disclosure of personnel records.
4. Each employee shall have the right, upon request and within a reasonable period of time during normal business hours, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district.
5. Lists of district employees' names and addresses shall be released only to governmental agencies as required for official reports, or as otherwise permitted by the School Board in accord with the State Board of Education regulations. A list of employees and their salaries shall be tendered to any citizens upon request in accord with RSA 91-A.
6. The District will not disclose any employee personally identifiable data or information to any person outside the District, except as may be required by law. Such data or information may be shared to District employees, as necessary.

Ref: RSA 91-A

Adopted: June 1995

Revised: February 1998, January 1999, June 2007, March 2024