

District Policy

Book:	District Policy
Section:	G - Personnel
Title:	Personnel Records
Number:	GAK
Status:	Active
Legal:	O.C.G.A., 20-2-167(b)(2), as amended, 1985; O.C.G.A., 20-2-109, Sheppard v. DeKalb County Merit Council, 144 Ga. App. 115, 117 (3); O.C.G.A., 20-2-944
Adopted:	10/08/1987
Last Revised:	09/09/1999
Last Reviewed:	

Policy Detail

Employment records for professional and classified personnel shall be maintained in the Records Section of the Personnel Department.

Records are kept current on all present employees. Upon separation, these records shall be placed in the inactive file.

Necessary rules and regulations shall be established to assist in the administration, orderly accumulation and supervision of personnel records, release of such information to the extent required or allowed by law and to provide opportunities for an employee to inspect one's own personnel record.