

District Procedure

Book:	District Procedure
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:	10/12/1989
Last Reviewed:	09/09/1999

Policy Detail

The information compiled for personnel records shall be organized and filed in categories and systems designed to expedite control, security and release of the information.

- A. Information gathered is categorized into four major divisions:
1. Professional records - include transcripts, verification of teacher experience, verification of military experience, evaluations, certification from other states, certification from Georgia, verification of sick leave from other systems, and other information needed to determine professional competency.
 2. Permanent record - identifying data (birth date, social security number, etc.), placement in assignments, retirement information and other statistical information.
 3. Personal record - complete test scores and other objective data as needed by the personnel department.
 4. Correspondence records - letters to and from employees and request for pertinent information.
- B. SUPERVISION OF PERSONNEL RECORDS - The Personnel Department shall house the personnel records and shall be responsible for their supervision. To facilitate the supervision of personnel records, administrative procedures shall be implemented:
1. The content of a personnel file, except as noted below, of an individual should be available to him/her for inspection and examination in the Personnel Records Section during Personnel Department office hours.
 - a. References from present or previous employers are solicited with the understanding that they will not be shared with the individuals for whom the reference is written; therefore, such references will not be made available to an employee or previous employee.

2. Personnel Records should not be removed from the Personnel Department unless requested by the Superintendent or his/her designee.
3. An employee may make reasonable requests for copies of any materials in his/her file.
4. Individuals shall be given a copy of any report, except as noted in Section B., #1. above, placed in his/her personnel file.
5. The Assistant Superintendent for Human Resources shall cause the personnel files to be inspected at periodic intervals and discard records, correspondence and other materials that are obsolete, irrelevant or inappropriate.
6. An employee may discuss with the Assistant Superintendent for Human Resources any addition or deletion to his/her personnel file that the employee feels should be made. The Assistant Superintendent for Human Resources or his designee may make additions or deletions as he/she deems appropriate. If there is disagreement, the employee may appeal, in writing, to the Superintendent.
7. Board of Education members acting at the direction of the Board through the Superintendent and those administrators who directly or indirectly supervise an employee shall have access to the personnel file of that employee for professional reasons. The file will be checked out appropriately under the individual's name.
8. Administrators who have access to all personnel records for valid professional reasons include the Superintendent, Personnel Department administrators and other School System administrators. Such access will be limited to review of files in the personnel records section or through the appropriate checking out of files under the administrator's name.
9. If an employee's personnel file is examined by an administrator, the file shall contain a record of who reviewed it and the date reviewed.

C. RELEASE OF PERSONNEL RECORDS INFORMATION - Information or records in an employee's personnel file may be subject to disclosure to the public under the Open Records Act.

1. Information not subject to public disclosure under the law may be released to third parties only upon written authorization of the employee.
2. In exceptional cases, primarily involving former employees, the individual may authorize the release of confidential information by telephone with the understanding that such authorization is to be confirmed in writing and faxed to the Personnel Department.

D.

PERSONNEL RECORDS RETENTION AND DISPOSAL SCHEDULE

Records Period of Retention

Applications/Personnel Hired	Permanent
Application/Personnel Not Hired	Three years
Interview Ratings/Personnel Hired	Destroyed when hired
Interview Ratings/Personnel Not Hired	Five Years
Permanent Records	Permanent
Personnel Records	Permanent
Correspondence Records	Permanent

Cross References: GAK – Personnel Records Policy