

PERSONNEL FILES

A personnel file shall be maintained by the District for each employee and shall be considered confidential. Access to files will be limited to school officials authorized by the Superintendent and/or designee to use the files. No other persons or agencies may have access to information in a staff member's file except in the following situations:

- A. when the staff member has given written consent for the release of specific information to a specific person or agency
- B. when such information is subpoenaed or ordered for release by a court of law
- C. when requests for such information fall within the Bullard-Palwicki Employee Right to Know Act, the Freedom of Information Act 442 of 1976 and the Michigan Freedom of Information Act MCL 15.231 et. seq.

The personnel files shall be kept in a secured location and be under the custodianship of the appropriate supervisor as designated by the Superintendent. Personnel files of employees who have left the District shall be similarly kept, but in an inactive file. .

*Adopted May 19, 2008*