

PERSONNEL

4112.2

4200.3

4312.6

PERSONNEL FILES

The Governing Board recognizes the importance of keeping accurate personnel files.

The Superintendent or designee shall establish and maintain files for all employees and ensure confidentiality in accordance with law and collective bargaining agreements.

Legal Reference:

EDUCATION CODE

35253 Regulations to destroy records

44031 Personnel file contents and inspection

44663 Performance appraisals and related materials

GOVERNMENT CODE

6254/3 Disclosure of home address and phone number

PENAL CODE

11165.14 Report of investigation of child abuse complaint

CODE OF REGULATIONS, TITLE 5

16020-16022 Records-general provisions

16023-16027 Retention of Records

Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)