

## PERSONNEL RECORDS

### **4112.**

The Superintendent shall be responsible for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of such files. The Superintendent shall provide guidelines for materials to be included in such records and rules for access to the material.

#### **Cross Reference:**

Current Teacher Agreement  
Current Classified Handbook

Approved 4/28/1981

Reviewed and No Changes Required: November 17, 2015

Previous Policy Number: GA4