

Marion County Board of Education

Monitoring: Review: Annually, in February	Personnel Records	Descriptor Code: 5.114	Issued Date: 05/20/03
		Rescinds: 5.114	Issued: 04/24/01

1 The director of schools or his designee(s) shall be authorized to maintain personnel records and to permit
 2 inspection of the same. The following personnel records shall be maintained for all employees as
 3 appropriate:

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- 5 1. Employee applications and contracts;
- 6 2. Professional certificates and other documents required by state and federal laws and regulations;¹
- 7 3. Evaluations;
- 8 4. Cumulative information files:
 - 9 a. Age
 - 10 b. Experience
 - 11 c. Qualifications
 - 12 d. Salary
 - 13 5. INS Form I-9.²
 - e. Physical exams
 - f. Sex
 - g. Race
 - h. Names of schools and grades taught

14 The following guidelines shall be followed:

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- 17 1. Information contained in personnel records shall be limited to job-related matters, upon written
 18 request to the director of schools. The director shall provide said records within five (5) working
 19 days. The employee shall be notified immediately of this request;
- 20 2. The director of schools shall be responsible for notifying all employees of the types of records kept
 21 and uses made of such records;
- 22 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 23 4. Employee records are public records, except medical records, and shall be open for inspection
 24 during regular business hours;³
- 25 5. In accordance with federal law, the district shall release information regarding the professional
 26 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon
 27 request for any teacher or paraprofessional who is employed by a school receiving Title I funds
 28 and who provides instruction to their child at that school.⁴
- 29 6. Members of the public may not obtain an employee's unpublished telephone number, bank
 30 account information, social security number or driver license information except where
 31 driving or operating a vehicle is considered to be a part of the employee's duties, unless release
 32 of this information is expressly authorized by the employee.⁵
- 33 7. A record of the person inspecting and the date of inspection shall be recorded;
- 34 8. Copies of records may be made under rules determined by the director of schools;⁶ and
- 35 9. Upon request by the teacher any negative or derogatory material in a teacher's personnel file shall
 36 be destroyed after remaining in the file for a period of seven (7) years, if upon review by the teacher
 37 and his immediate supervisor the material is found to be no longer pertinent.

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 39 Legal References:
 40 1. TCA 49-2-301(b)(1)(BB)
 41 2. Immigration Reform and Control Act of 1986
 42 3. TCA 49-2-301(b)(1)(CC); TCA 10-7-503—504
 43 4. 20 U.S.C. 6311 § 1111 (6)(A)
 44 5. TCA 10-7-504
 6. TCA 10-7-506; TCA 8-5-108

Cross Reference:
 School Board Records 1.407