

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: 03/14/16
		Rescinds: 5.114	Issued: 03/09/09

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

- 4 1. Employee applications and contracts;
- 5 2. Professional certificates and other documents required by state and federal laws and
6 regulations;¹
- 7 3. Evaluations;
- 8 4. Cumulative information files, which include date of employment, age, experience, certified
9 copies of transcripts, salary, physical exams, sex, race, name of schools and grades taught,
10 references, citizenship verification, copy of retirement form, summative evaluation sheet,
11 disciplinary action, and letters of commendation; and
12 5. INS Form I-9.²

13 The following guidelines shall be followed:

- 14 1. Information contained in personnel records shall be limited to job-related matters;
- 15 2. The director shall be responsible for notifying all employees of the types of records kept and
16 uses made of such records;
- 17 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 18 4. Employee records are public records, except for matters deemed confidential by law, and shall
19 be open for inspection during regular business hours;³
- 20 5. In accordance with federal law, the district shall release information regarding the professional
21 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents
22 upon request for any teacher or paraprofessional who is employed by a school receiving Title I
23 funds and who provides instruction to their child at that school;⁴
- 24 6. Members of the public may not obtain the home telephone number, personal cell phone
25 number, bank account information, social security number, residential street address, or driver
26 license information (except where driving or operating a vehicle is considered to be a part of
27 the employee's duties), or the results of individual teacher evaluations, of an employee or of the
28 immediate family members or household members of an employee, unless release of this
29 information is expressly authorized by the employee;⁵
- 30 7. A record of the person inspecting and the date of inspection shall be recorded; and
31 8. Copies of records may be made under rules determined by the director of schools.⁶

Legal References

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986,
Pub. L. No. 99-603, 100 Stat. 3359
3. TCA 10-7-503, 504
4. 20 U.S.C. 6311 § 1111 (6)(A)
5. TCA 10-7-504(f)(1)
6. TCA 10-7-506; TCA 49-2-301(b)(1)(CC);
TCA 8-5-108

Cross References

School Board Records 1.407