

Lakeland Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: 04/14/14
		Rescinds:	Issued:

1 The superintendent or his/her designee(s) shall be authorized to maintain personnel records and to permit
2 inspection of the same, except for matters deemed confidential by law. The following personnel records shall be
3 maintained for all employees as appropriate:

- 4 1. Employee applications and contracts;
- 5 2. Professional certificates and other documents required by state and federal laws and regulations;¹
- 6 3. Evaluations;
- 7 4. Cumulative information files; and
- 8 5. INS Form I-9.²

9 The following guidelines shall be followed:

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

Legal References

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986
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 8-50-108