

# Dickson County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Personnel Records</b>	Descriptor Code: <b>5.114</b>	Issued Date: <b>07/26/12</b>
		Rescinds: <b>5.1170</b>	Issued: <b>10/2009</b>

1 The Director of Schools / Designee 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  
3 records shall be maintained for all employees as 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  
7 regulations<sup>1</sup>.
- 8 3. Cumulative information files (County Records Manual, Department of Education, CTAS,  
9 1978);
- 10 4. INS Form I-9<sup>2</sup>.
- 11

12 The following guidelines shall be followed:

13 Information contained in personnel records shall be limited to job-related matters;

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- 15 1. Information contained in personnel records shall be limited to job-related matters;
- 16 2. The Director of Schools/Designee shall be responsible for notifying all employees of the  
17 types of records kept and uses made of such records;
- 18 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 19 4. Employee records are public records, except for matters deemed confidential by law, and  
20 shall be open for inspection during regular business hours<sup>3</sup>;
- 21 5. Members of the public may not obtain an employee's unpublished telephone number, bank  
22 account information, home or personal cell telephone number, or residential information,  
23 date of birth, social security number or driver license information except where driving or  
24 operating a vehicle is considered to be a part of the employee's duties, or information or  
25 names of immediate family members or household members, unless release of this informa  
26 tion is expressly authorized by the employee<sup>4</sup>.
- 27 6. A record of the person inspecting and the date of inspection shall be recorded; and
- 28 7. Copies of records may be made under rules determined by the Director of Schools<sup>5</sup>.  
29 Appropriate fees will be charged for copying such records.
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31 Legal References:

- 32
- 33 1. TCA 49-2-301(b)(1)(BB)
- 34 2. Immigration Reform and Control Act of 1986
- 35 3. TCA 49-2-301(b)(1)(CC); TCA 10-7-503—504
- 36 4. TCA 10-7-504
- 37 5. TCA 10-7-506; TCA 8-5-108

31 Cross Reference:

32 School Board Records 1.407