

 GOVERNING BOARD POLICY	POLICY TITLE: Personnel Records and Files
	POLICY CODE: GBJ

Purpose:

The District must maintain information about staff members for the daily administration of salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board’s educational reporting requirements. To meet these needs while recognizing the needs for confidentiality, Tucson Unified School District has developed a comprehensive system of personnel records maintenance and control.

Official Personnel File

The District will maintain a complete and current official personnel file for each District employee in the Human Resources Office of the District. Employees may obtain one copy of their personnel file at no cost. Former employees may obtain a copy of their personnel file for a reasonable fee as set forth in Policy Regulation GBJ-R.

Other Personnel Records

The District will maintain in separate file records regarding payroll and benefits, medical and health records and required immigration form(s). Duplicates of these records and reasonable requests for research of these records are available to the employee for a reasonable fee as set forth in Policy Regulation GBJ-R.

Confidential Information

Most information regarding personnel information and records are confidential and may only be shared as defined in the regulation.

Public Records

Personnel records, a supervisor’s employee desk file, employee evaluations, employee disciplinary records, and other records relating to a person’s employment with the district, are public records. The District shall retain them unless State law, including but not limited to, the Arizona State Library and Archives Records Retention Schedule, or applicable employee agreements, requires their destruction.

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Adopted: June 21, 2005

Reviewed: December 12, 2012 [cross reference correction only]

Reviewed: April 16, 2013

Revised: _____

LEGAL REF: A.R.S. 15-302, 15-502, 15-537, 23-926, 23-1361, 23-1362, 38-233, 39-121 *et seq.*, 41-1482

CROSS REF:

KDB – Public’s Right to Know/Freedom of Information

CCD – Treatment of Confidential Information