

 <b>Tucson, Arizona</b>  <b>GOVERNING BOARD POLICY</b>	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.

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