

<p>TUCSON UNIFIED SCHOOL DISTRICT</p> <p>GOVERNING BOARD POLICY</p>	<p>POLICY TITLE:</p> <p>Personnel Records and Files</p>
	<p>POLICY CODE: GBJ</p>

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.

Eligibility for Rehire Status The District will maintain a record for every employee that includes status of separation from the District and eligibility for rehire. As set forth in Policy GBQ, every former employee who is determined to be ineligible for rehire will be given access to a notification and review process. The District shall maintain a record of the notification and review process for each former employee designated ineligible for rehire.

Confidential Information

Most information regarding personnel information and records are confidential and may only be shared as defined in Regulation GBJ-R.

Public Records

Unless otherwise protected by state or federal law, personnel records, a supervisor's employee desk file, certain employee evaluations, and employee disciplinary records, are public records under statute (A.R.S. §§ [39-128](#) and [15-537\(J\)](#)). 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.

Adopted: June 21, 2005

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

Reviewed: April 16, 2013

Revised: August 27, 2019

LEGAL REF:

A.R.S. §§:

[15-302](#) Governing Board Powers & Duties

[15-502](#) Employment of School District Personnel

[15-537](#) Performance of certificated teachers; confidentiality

[23-926](#) Employer records

[23-1361](#) Blacklist; definition; exceptions; privileged communications; immunity

[23-1362](#) Blacklisting; classification

[38-233](#) Filing Oaths of Record

[39-121](#) *et seq.* Public Records, Printing and Notices

[41-1482](#) Recordkeeping; preservation of records; information confidential

CROSS REF:

GBQ and GBQ-E – Eligibility for Rehire

[GCAA – Application for Position](#)

[KDB – Public's Right to Know/Freedom of Information](#)

[CCD – Treatment of Confidential Information](#)