

**All Personnel**

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**PERSONNEL RECORDS**

Personnel records shall be categorized in three (3) areas, and maintained as follows:

1. Applicants - Individual files will be kept on each applicant for position openings. Items on file may include:

- Application
- Letters of Reference
- College Transcripts
- Other items of applicant's/school district's choice.

Application files shall be destroyed when the position is filled by another applicant.

2. Current Employees - Active files for current employees shall include:

- Application data noted above
- All past evaluation forms
- Letters of commendation/reprimand
- Current and past contracts and contract amendments
- Other items of employee's/school district's choice

Employees shall be informed of other items placed in active personnel files in advance of inclusion. A notation at the bottom of such an item shall serve notice. (e.g., cc: personnel file.)

3. Past Employees - Records, containing the following data shall be kept on file indefinitely:

- Initial Application for Employment
- Most recent evaluation
- Payroll records, including date of hire, compensation, and date of termination
- Termination Form