

The School District recognizes the importance of complete and secure personnel files that accurately reflect the experience and service of each staff member employed by the District.

The Superintendent will maintain a personnel file for each employee of the district and, unless otherwise provided by master contract, its contents will be confidential and will be released only as required by law or after written release by the employee.

Information which could be detrimental to an employee's job security will not become a part of an employee's file until the employee has examined same and been given an opportunity to append a response.

**Criminal Record Check Information:**

At the time of employment, a copy of the Superintendent's request for a criminal records check by the Vermont Criminal Records Center and a copy of the Records Center's response will be placed in each employee's personnel file. Criminal history logs, processed release forms and criminal record information will be maintained for three calendar years in accordance with the district's user agreement with the Vermont Criminal Information Center.

After the three-year retention period specified in state law, the record information and logs will be maintained or destroyed as follows:

- If the person who is the subject of the background check authorizes maintenance of the information, and the information is a notice of no criminal record, the information will be securely maintained by the school district indefinitely;
- If the person who is the subject of the background check authorizes maintenance, and the information is a criminal record or notice of the existence of a criminal record, the information will be sent by the Superintendent to the Commissioner of Education for secure maintenance in the central records repository;
- If the person who is the subject of the background check does not authorize maintenance of the information, the Superintendent shall destroy the information in accordance with the user agreement.

**Employees' Rights and Responsibilities**

An employee may examine his/her own personnel file by appointment with an appropriate administrator. Materials obtained prior to the employment of the individual, including confidential placement papers may not be available to employees.

Date Warned: 8/3/01

Date Adopted: 8/17/01

Legal Reference(s): 1 VSA § 317(c)(7) - Public Records  
16 VSA §§ 251, 252, 253 et seq. - Criminal Records Checks

Cross Reference: Evaluation and Supervision of Staff (D3)  
Personnel - Recruitment, Selection, Appointment (D1)