

Article IX.A.3.1. Files and Records

A. Statement of Policy

The District Human Resources office maintains an official permanent record file for each employee.

This file shall contain, but not be limited to, the following items and other employment documents and records: application for employment, employee status form, pre-employment recommendations and records, documents relating to employment, transfer, performance, and such other information as may be privileged under law and not subject to employee inspection.

A separate file will be maintained for medical information, I-9's, fingerprints and information on background checks.