

Sacramento City USD

Board Policy

Personnel Files

BP 4312.6 4112.6,4212.6

Personnel

The Governing Board recognizes the importance of keeping accurate personnel files.

The Superintendent or designee shall establish and maintain files for all employees and ensure confidentiality in accordance with law and collective bargaining agreements.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4115 - Evaluation/Supervision)

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Legal Reference:

EDUCATION CODE

35253 Regulations to destroy records

44031 Personnel file contents and inspection

44663 Performance appraisals and related materials

GOVERNMENT CODE

6254.3 Disclosure of home address and phone number

PENAL CODE

11165.14 Report of investigation of child abuse complaint

CODE OF REGULATIONS, TITLE 5

16020-16022 Records-general provisions

16023-16027 Retention of records

ATTORNEY GENERAL OPINIONS

Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)

adopted: May 6, 2002

Sacramento, California