

**2.24 PERSONNEL FILE AND RELEASE OF INFORMATION**

- A. The contents of the personnel file at maintained by the District Human Resources Division shall contain all information required under Florida Statute and State Board of Education Rules and all information necessary for making decisions relative to employment under 6GX-10-2.02, 2.04, 2.05 and 2.06, as well as, information required under 6GX-10-2.07, 2.08 and 2.09. ~~In addition, information relative to salary, contracts, periods of employment, leaves, appointments, position assigned, discipline and evaluation shall be maintained in the personnel file. Correspondence received or initiated by the Human Resources Division relative to an individual's employment shall also be included in the permanent personnel file. No except those records for which the retention is less than 25 years after termination as documented on the District's Disposition List. If the retention requirement is less than 25 years after termination, the record will be filed either separately or with other related records with the same retention. Further, records with the same retention as the Personnel File may be maintained separately in the office that administers the record if access is not ordinarily required.~~ No anonymous letters or materials may be placed in the personnel file. Derogatory material pertaining to the work performance or other such matters that may be cause for discipline, suspension, or dismissal may be placed in the file only after notifying the employee in accordance with procedures developed by the Human Resources Division.
- B. In response to a proper request by an appropriate recognized leading institution or credit bureau purposes, the District Office will verify the following information:
1. Length of employment
  2. Status of employment
  3. Salary
- C. In no case shall an opinion be given as to the character of the individual.
- D. All information contained in the personnel file at the District Office shall be considered a public record. ~~except for social security number, payroll deduction records, medical records, investigation reports completed prior to July 1, 1983, evaluation reports prior to July 1, 1983 or of the previous school year, criminal history records obtained through routine fingerprint and background checks, and matters being investigated in accordance with state law and local procedures which shall remain confidential materials shall be open to the employee or any person designated in writing by the employee. When the public records section of a personnel file is reviewed by a member of the public, the employee whose file was reviewed shall be notified of the review by the Human Resources Division~~ However, some Public Records are exempt from inspection by Statute. No exempt record may be disclosed except as provided by Statute. The Human Resources Division shall maintain a record in the file of those persons reviewing the file each time it is reviewed.

- E. ~~All aspects~~ The contents of each employee's personnel file shall be open to inspection at all times by School Board Members, the Superintendent, the staff of the Human Resources Division, the principal and his/her designee, and to law enforcement personnel in the conduct of a lawful investigation.
- F. Sealed or expunged records reported by the applicant or employee pursuant to Florida Statute 943.0585 and 943.059 will not be disclosed or open to the public.

(Ref. F.S. 119; 1012.31; 943.0585; 943.059)(Readopted: 01-08-81; Revised: 10-14-82, 11-08-84, 02-15-96, 05-15-97, 00/00/00)