

# LODI UNIFIED SCHOOL DISTRICT

Policy 4112.6  
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## Personnel

### Personnel Records

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration.

Files for all former employees shall be retained as permanent records.

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent, and those authorized by the Superintendent. For legitimate reasons, the Board also has access to personnel records and may delegate a specific member to review any file.

Ratings, reports, or records shall not be available for inspection by employee if they were obtained prior to the employment of the person involved, prepared by identifiable examination committee members, or obtained in connection with a promotional examination. However, noncredentialed employees shall have access to any numerical scores obtained as result of written examinations.

Except for the ratings, reports or records specified above as not open to inspection, employees shall be notified whenever derogatory information is to be placed in their personnel files. Any employee so notified may ask for a review and comment on the contents. Such a review shall take place as specified in collective bargaining agreements. Inspection shall take place in the presence of an administrator or designee.

Legal References: Education Code  
44031 Personnel file contents and inspection  
44663 Performance appraisals and related materials  
Attorney General's Office No. CV 75-73 June 6, 1975

Policy  
adopted: 04/21/98

