

Administrative Directive Title: Personnel Records	AD Number: 5.114.1	Adopted: November 2024
Policy References: Board Policy 5.114 – Personnel Records	Revised:	

1 Annually, all employees shall be notified of the types of records kept and uses made of such records
 2 This information will be published in the Employee Handbook. Certain personnel records may be
 3 maintained in each employee’s personnel file which include, but are not limited to, the following:

- 4 1. Job description;
- 5 2. Resumé;
- 6 3. Records relating to job offers, promotion, demotion, transfer, layoff, rates of pay and
 7 other forms of compensation, and education and training records;
- 8 4. Records relating to employment practices (including policy acknowledgments);
- 9 5. Letters of recognition;
- 10 6. Disciplinary notices or documents;
- 11 7. Performance evaluations and goal setting records;
- 12 8. Termination records;
- 13 9. Employment application;
- 14 10. Orientation checklist;
- 15 11. Emergency contact information;
- 16 12. Employee’s withholding allowance;
- 17 13. Certificate W-4;
- 18 14. State specific employees withholding allowance certificate, if applicable;
- 19 15. Copy of driver’s license if required for the position;
- 20 16. Signed receipt of employee handbook;
- 21 17. Employment-at-will statement, if applicable;
- 22 18. Employee contracts, if applicable;
- 23 19. Change in personal data form;
- 24 20. Performance evaluation;
- 25 21. Position/rate change forms;
- 26 22. Record of disciplinary action (verbal and written warnings), if applicable;
- 27 23. Absentee record;
- 28 24. Requests for time off;
- 29 25. Training requests;
- 30 26. Documentation of training;
- 31 27. Documentation of certification and/or license, if applicable; and
- 32 28. Resignation statement.

33 Other personnel files may be maintained but not be included in the employee’s basic employment file.
 34 These documents may include, but are not limited to, the following:

- 35 1. Disability or veteran status records;
- 36 2. Interview notes and employment test results;
- 37 3. Reference/background checks;

- 38 4. Drug test results;
- 39 5. Immigration (I-9) forms;
- 40 6. Medical/insurance records (medical questionnaires, benefit enrollment forms and
- 41 benefit claims, doctors' notes, accommodation requests, and leave of absence records);
- 42 7. Child support/garnishments;
- 43 8. Litigation documents;
- 44 9. Workers' compensation claims;
- 45 10. Investigation records (only any relevant disciplinary action, counseling, or other direct
- 46 communications would be placed in the employee's personnel file);
- 47 11. Requests for employment/payroll verification;
- 48 12. Benefits declination form;
- 49 13. Insurance enrollment forms;
- 50 14. Flexible spending account forms;
- 51 15. Election form/compensation reduction agreement;
- 52 16. Employee direct deposit signup form claims;
- 53 17. Direct deposit authorization;
- 54 18. Payroll deduction authorization forms;
- 55 19. Overtime requests, if applicable;
- 56 20. Time sheets;
- 57 21. Employee expense report;
- 58 22. Auto mileage reimbursement vouchers;
- 59 23. Garnishments/income executions;
- 60 24. Documentation of investigations;
- 61 25. Litigation or Department of Labor/Equal Employment Opportunity Commission
- 62 investigation correspondence;
- 63 26. EEOC and affirmative action data;
- 64 27. Background check and drug testing results;
- 65 28. TOSHA/OSHA forms;
- 66 29. Employee incident report;
- 67 30. Employee request for family medical leave;
- 68 31. Disability and/or workers' compensation claim forms; and
- 69 32. Accommodation requests.

70 Employees may request access to their personnel records by submitting a written request to the Human
71 Resources department. Requests can be made via e-mail, through an official request form, or by written
72 letter. Human Resources will acknowledge the request within five (5) business days and provide a
73 timeline for the record retrieval process. The employee will be notified once their records are ready for
74 review. Personnel records may be reviewed in person by appointment or provided as digital copies via
75 secure means.



Personnel Records Request Form

This form is to be used for requesting access to personnel records in compliance with Board Policy 5.114 and Administrative Directive 5.114.1.

Employees may request access to their personnel records by submitting a written request to the Human Resources department. Requests can be made via e-mail, through this official request form, or by written letter. Human Resources will acknowledge the request within five business days and provide a timeline for the record retrieval process. The employee will be notified once their records are ready for review. Personnel records may be reviewed in person by appointment or provided as digital copies via secure means.

Section 1: Employee Information

Legal Name: _____

School/Department: _____ Job Title: _____

Phone: _____ Email Address: _____

Section 2: Record(s) Requested

Select the records you wish to request by marking the appropriate boxes.

- Employment application
- Payroll and tax forms (e.g., W-2, W-4)
- Disciplinary actions or warnings
- Benefits enrollment forms
- Termination or resignation documents
- Other (Be as specific as possible, including names, dates, and types of documents, if known.):
- Salary history or current salary details
- Performance evaluations
- Time-off balances (e.g., sick, vacation)
- Records of professional development
- Records of workplace accommodations

Section 3: Delivery Method

- Electronic Copy (via secure email)
- Paper Copy (pick up at district office)
- Review Only (in-person by appointment)

Section 4: Acknowledgment

By signing below, I affirm that the information provided in this request is accurate.

Employee Signature: _____ Date: _____

For Office Use Only

Request Received By: _____ Date: _____

Date Completed: _____ Completed By: _____

Comments/Notes:
