

Weakley County Board of Education



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| Monitoring: | Descriptor Term: Personnel Records | Descriptor Code: 5.114 | Issued Date: 12/3/2009 |
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2 The director of schools or his designee(s) shall be authorized to maintain personnel records and
3 to permit inspection of the same, except for matters deemed confidential by law. The following
4 personnel records shall be maintained for all employees as appropriate:
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- 6 1. Employee applications and contracts;
- 7 2. Professional certificates and other documents required by state and federal laws and
8 regulations;¹
- 9 3. Evaluations;
- 10 4. Cumulative information files; and
- 11 5. INS Form I-9.²

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13 The following guidelines shall be followed:

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- 15 1. Information contained in personnel records shall be limited to job-related matters;
- 16 2. The director of schools shall be responsible for notifying all employees of the types of records
17 kept and uses made of such records;
- 18 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 19 4. Employee records are public records, except for matters deemed confidential by law, and shall
20 be open for inspection during regular business hours;³
- 21 5. In accordance with federal law, the district shall release information regarding the professional
22 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon
23 request for any teacher or paraprofessional who is employed by a school receiving Title I funds
24 and who provides instruction to their child at that school.⁴
- 25 6. Members of the public may not obtain an employee's unpublished telephone number, bank
26 account information, social security number or driver license information except where driving
27 or operating a vehicle is considered to be a part of the employee's duties, unless release of this
28 information is expressly authorized by the employee.⁵
- 29 7. A record of the person inspecting and the date of inspection shall be recorded; and
- 30 8. Copies of records may be made under rules determined by the director of schools.⁶

Legal References:

¹ TCA 49-2-301(b)(1)(BB)

² Immigration Reform and Control Act of 1986

³ TCA 49-2-301(b)(1)(CC); TCA 10-7-503-504

⁴ Every Student Succeeds Act 1112(e)(1)(A)

⁵ TCA 10-7-504

⁶ TCA 10-7-506

Cross Reference:

1.407 School Board Records