

## PERSONNEL RECORDS

The Superintendent develops and implements a comprehensive and efficient system of personnel records. The Columbia Local Superintendent is hereby designated as the employee directly responsible for the personnel records system. The following guidelines govern such records.

1. Personnel files contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by the State or Federal government or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source are not placed in a staff member's file.
2. A personnel file for each employee is accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees. Employees will be notified whenever personal information concerning them is placed in their file.
3. Ohio law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person directly responsible for the personnel records is required to make copies available at cost, within a reasonable period of time.
4. The public has access to all records in the personnel file with the following exceptions.
  - A. medical records
  - B. records pertaining to adoption, probation or parole proceedings
  - C. trial preparation records
  - D. confidential law enforcement investigatory records
  - E. social security number
  - F. records of which the release is prohibited by Ohio or Federal law

Additional exceptions are listed in Ohio Revised Code Section 149.43.

5. The District is required to keep reports of investigations of employee misconduct in the employee's personnel file, unless the State Superintendent of Public Instruction or his/her designee determines that the report does not warrant taking action against the employee. If the State Superintendent of Public Instruction or his/her designee determines no action is warranted, the investigation report must be moved from the employee's personnel file to a separate public file.
6. Each employee has the right, upon written request, to review the contents of his/her own personnel file. If a document is not disclosed to the employee because it is determined by a physician, psychiatrist or psychologist to be likely to have an adverse effect upon the employee, the document will be released to the designated medical authority. Requests are made to the Superintendent and scheduled for a time convenient for the parties involved.
7. Employees may make written rebuttals to any information contained in the file. Any written rebuttal must be signed by the staff member and becomes part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of

information maintained in his/her file to compel the District to investigate the current status of the information.

- 8. Personnel records will be reviewed only within the confines of the Superintendent's office or the Board's office.

Adopted: date of manual adoption  
 Revised: September, 1987  
 Revised: July 21, 1999  
 Revised: March 17, 2010  
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LEGAL REFS.: Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
 ORC 9.01; 9.35  
 149.011; 149.4 1; 149.43  
 1347.01 et seq.  
 3317.061  
 3319.311; 3319.314  
 4113.23  
 OAC 3301-35-03(A)(10)

CROSS REFS.: EHA, Data and Records Retention  
 KBA, Public's Right to Know

CONTRACT REFS.: Teachers' Negotiated Agreement  
 Support Staff Negotiated Agreement

Columbia Schools, Columbia Station, Ohio