

## 525 PERSONNEL RECORDS

A personnel file shall be maintained for each employee and shall contain such information as application, credentials, transcripts, references and other pertinent information concerning the employee. Personnel files shall be maintained in the district office. Staff health and medical records shall be maintained in separate files from other personnel records.

Individual personnel records shall be maintained in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of his/her personnel file pursuant to state and federal law and established procedures.

LEGAL REF.:       Section 103.13 Wisconsin Statutes  
                      Chapter 19, Subchapters II and IV  
                      Americans with Disabilities Act of 1990

CROSS REF.:       523.1, Staff Physical Examinations  
                      824-R, Access to Public Records Procedures

APPROVED:        January 14, 2002  
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