

**SERIES 500  
PERSONNEL**

526

**PERSONNEL RECORDS**

A personnel file shall be maintained for each employee and shall contain such information as application, credentials, licenses, transcripts, references and other pertinent information concerning the employee. Personnel files shall be maintained in the district office. Separate files shall be maintained for employee medical examinations forms. Such files shall be treated as confidential medical records.

Individual personnel records shall be maintained and disclosed in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of his/her personnel file in the presence of a person designated by the District Administrator and pursuant to provisions outlined in the employee handbook and in accordance with state law.

Legal References:     Sections 103.13 Wisconsin Statutes  
                              146.81-146.83  
                              252.15  
                              Chapter 19, Subchapters II and IV  
                              Americans with Disabilities Act of 1990

Cross References:    821, Access to Public Records  
                              Marshall Public Schools Employee Handbook

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