

# POLICY

## BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

**Related Entries: Policy 800.02**

**Responsible Office: HUMAN RESOURCES**

### PERSONNEL RECORDS

#### A. PURPOSE

To establish a policy regarding the maintenance, retention, and confidentiality of personnel records.

#### B. ISSUE

The Board of Education of Anne Arundel County recognizes the importance of maintaining accurate and thorough personnel records. In addition, the Board recognizes that there must be clear expectations as to the confidentiality of such records.

#### C. POSITION

1. The Division of Human Resources is charged with the responsibility of maintaining a personnel record for each Board employee. This record, and any associated electronic records, shall contain all pertinent employment information.
2. The Division of Human Resources shall be responsible for establishing the contents of the personnel record, establishing a retention schedule for personnel records, maintaining the confidentiality of the records, regulating access to the records, and ensuring compliance with state and federal regulations with regard to the records.

#### D. IMPLEMENTATION

The Board of Education authorizes the Superintendent to develop regulations to implement this policy.

*Policy History: Adopted on 3/1/06.*

*Note previous policy history: Replaces Policy 800.02, adopted 9/3/75 and revised 11/7/90.*