



SITE-BASED EMPLOYEE FILES AT SCHOOL/DEPARTMENT PROCEDURE (HUM-P040)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure addresses the retention and destruction of site-based employee files created and maintained at schools and departments. This procedure does not apply to official personnel files maintained by the Human Resources Department.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Human Resources Officer
- 2.2 School Administrators
- 2.3 Departmental Supervisors

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS: None

5.0 PROCEDURE:

- 5.1 If schools and/or departments choose to maintain site-based employee files such files shall be maintained and stored in a confidential and secure manner with access only by school administrators and/or department supervisors. School and/or departmental office staff should not have access to the confidential files of other employees.
- 5.2 If the employee transfers to another District school or department such file shall be forwarded to the principal or supervisor of the receiving school or department.
- 5.3 Former employees' files which do not contain any developmental or corrective action plans, disciplinary issues, or parent/student complaints shall be kept by schools and/or departments at least three (3) years after termination of District employment.
 - 5.3.1 After the three (3) year period expires, these former employees' files may be shredded. Prior to shredding, schools and/or departments shall ensure any original evaluations that were not previously forwarded to Human Resources are forwarded to Human Resources. Any records containing confidential or personal information shall be completely shredded to protect employee privacy and comply with the law.
- 5.4 Former employees' files which contain developmental or corrective action plans, disciplinary issues, or parent/student complaints, shall be maintained seven (7) years after termination of District employment at the school or department.
 - 5.4.1 After the seven (7) year period expires, school administrators and/or department supervisors shall contact the CHRO or his/her designee to determine if such a site-based former employee file may be shredded.



SITE-BASED EMPLOYEE FILES AT SCHOOL/DEPARTMENT PROCEDURE (HUM-P040)

Clarksville-Montgomery County School System

5.4.2 The CHRO or his/her designee will assess the information provided and make a determination if a site-based former employee file may be shredded or must continue to be maintained.

6.0 ASSOCIATED DOCUMENTS:

6.1 Personnel File ([HUM-A003](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Site based employee file	Secure Filing cabinet	7 years	Shred	Secure office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/22/16		Initial Release
8/9/18	A	5.1, removed "HR staff begins personnel action by entering data in appropriate screens..." Added, "school and/or office staff should not have access...". 7.0, added "secure" before "filing cabinet".
10/21/21	B	Added clarifying language in 5.3.1.

*** * * E n d o f P r o c e d u r e * * ***