



Book	Policy Manual
Section	ALL EMPLOYEES
Title	Personnel Files
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Purpose

The Board of School Directors ("Board") of Springfield School District ("District") believes that the collection, maintenance, and use of employee personal information is vital to the operation of an effective school system. It believes further, however, that the employee is also vitally concerned, and that the employee's interests no less than the District's must be served through the use of the employee's personal records.

Authority

The Board directs the administration to bear the responsibility of obtaining and maintaining a complete employment record for each member of its staff. In the course of the period of employment and after the termination of employment, the information accumulated is used in various ways and by various persons. Since the material includes much that is personal and confidential, School District personnel must exercise good judgment in deciding what information should be shared, on what occasions, and with whom. In light of the increasing threat to personal privacy in our society, it is essential that the employee be assured protection against unethical or improper use of personal information to the extent that District policy and regulations can provide such protection.

Delegation of Responsibility

The Superintendent or designee will develop and publish administrative guidelines which are consistent with this policy.

SUPERSEDES: Policy No. 4112.3, Confidentiality of Staff Records

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