

## PERSONNEL RECORDS

A personnel file shall be maintained for each employe. The file shall include information such as credentials, records of work, certification documents and supervisory reports provided by the administrative staff.

Personnel files shall be maintained in the district office. Separate files shall be maintained for employe medical examination forms. Such files shall be treated as confidential medical records.

Except as specifically otherwise provided by law, personnel records shall be considered public records and shall be subject to review and examination as provided by law and the current employe agreement.

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

CROSS REF.: 824-Rule, Guidelines for Access to Public Records  
Staff Handbooks

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