

## PERSONNEL RECORDS

Each staff member employed by Charlottesville City Schools shall have a personnel file in the Department of Human Resources located at the administrative offices. Additional information may be maintained in other locations; however, no file shall be maintained that is not accessible to the employee.

1. Each staff member shall have access to review the record but may not remove any part of the file from the office.
2. Each employee shall have the opportunity to request a review of any potentially inaccurate information.
3. Each employee shall have the right to place a statement in his/her file regarding his/her version of any disputed information.
4. Information determined to be unfounded after a reasonable administrative review shall not be maintained in any employee personnel file, but may be retained in a separate sealed file by the Superintendent or designee if such information alleges civil or criminal offenses.
5. Any release of information from personnel records to banks or other individuals must have written permission for the release from the employee prior to the information being released.
6. No release is required for a judicial order, a lawfully issued subpoena, the Virginia Freedom of Information Act (Va. Code § 2.2-2700 et seq.), or other law.
7. Notification will be made to the employee if any requests for records is made.

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-295.1, 2.2-3700 et.seq., 2.2-3800 et.seq.

Cross Reference: GBLA Third Party Complaints Against Employees

