

**Personnel Records**

**Code #526.00**

The Tri-County Area School District shall maintain a personnel file for each employee in the District. Personnel files shall contain general information concerning the employee, evaluations of the performance of the employee and responses by the employee, copies of licenses and certificates, training records, copies of letters or memoranda to or about the employee and other pertinent information concerning an individual's employment in the District. Employee health records, including physical examinations and tuberculin test records, shall be maintained in separate files from other personnel records as confidential medical records.

Individual personnel records shall be maintained in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of his/her personnel file pursuant to state and federal law and established procedures.

**Legal Reference:** Section 103.13, Wisconsin Statutes.  
Chapter 19, Subchapter II and IV  
Americans with Disabilities Act of 1990

**Cross Reference:** 823.00, Access to Public Records  
823.00EX1, Notice to Employees  
823.00EX2, Notice to the Public  
823.00EX3, Copy costs

Prior Approval: June 23, 2009  
Attorney Review: March, 2016.  
Approved: March 29, 2016