Hickman County Board of Education

	Descriptor Term: **Personnel Records**	Descriptor Code: **5.114**	Issued Date: **12/09/24**
		Rescinds: **5.114**	Issued: **11/07/22**

The director of schools or his designee(s) shall be authorized to maintain personnel records and to permit inspection of the same. The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;[1]
3. Evaluations;
4. Cumulative information files:
    a. Age
    b. Experience
    c. Qualifications
    d. Salary
    e. Physical exams
    f. Sex
    g. Race
    h. Names of schools and grades taught
5. INS Form I-9.[2]
6. Disciplinary action, as appropriate and any response from the employee.

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;

2. The director of schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;

3. Employees shall be granted an opportunity to respond in writing to material placed in records;

4. Employee records are public records, except medical records, and shall be open for inspection during regular business hours;[3]

5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.[4]

6. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, or driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee.[5]

7. A record of the person inspecting and the date of inspection shall be recorded; and

8. Copies of records may be made under rules determined by the director of schools.[6]

Legal References

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
3. TCA 10-7-503, 504
4. 20 USCA § 6312(e)(1)
5. TCA 10-7-504(f)(1); TCA 10-7-504(a)(23)
6. TCA 10-7-506; TCA 49-2-301(b)(1)(AA)

Cross References

Teacher Effect Data 5.1141