

## SUMMERS COUNTY BOARD OF EDUCATION POLICY

Adopted: 6/27/91

Code: IV-E

REFERENCE: 8.6b Indicators of Attainment for Standards  
for Educational Quality, SL 2321

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### ACCESS TO PERSONNEL RECORDS

Personnel records of all employees are kept in the office of the executive secretary to the superintendent of the Summers County School System. It shall be the duty of the secretary to provide the employee with his/her file, removing the file from the specific location in his/her presence. The employee may review his/her file alone, or he/she may have his/her representative accompany him/her during the review. The employee may obtain copies of any part or all of his/her file and be charged for the cost of duplicating copies.

In addition to the employee and his/her representative, personnel records are accessible only to the employee, supervisor, and central office administrators.