

**FILE: GBL**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 16, 1995    FILE SECTOR: PERSONNEL**  
**DATE REVISED: February 17, 2000    POLICY TITLE: PERSONNEL RECORDS**  
**DATE REVISED: October 20, 2005**  
**DATE REVISED: November 15, 2012**

A personnel file shall be maintained for each employee and may include, but is not limited to, such information as application, credentials, transcripts, references, evaluations, and other pertinent information concerning the employee. Personnel files shall be housed in the administrative offices. 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 law.

**CROSS REFERENCE: Employee Handbooks, GBCBC, GBCBC-R,  
GBE, GCDA, KLD, & KLD-R**

**LEGAL REFERENCE: §103.13, Wis. Stats., Chapter 19, Subchapters II and IV  
Americans with Disabilities Act of 1990**