

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
DATE REVISED: February 25, 2019

A personnel file shall be maintained for each Medford Area Public School District 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 district office. 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 their 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**