

**GBL**

**PERSONNEL RECORDS**

The Superintendent is authorized and directed to develop and maintain a comprehensive system of personnel records for each employee.

Adopted by the Conway School Board – March 5, 1984  
Revision Adopted – September 13, 1999  
Reviewed with no change – February 26, 2004

### Procedures

1. A personnel folder for each employee shall be accurately maintained in the administrative offices.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.
3. All personnel records of individual employees of the Board shall be considered confidential. They shall not be open for public inspection. The Superintendent and his designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
4. Each employee shall have the right, upon request and within a reasonable period of time, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district.
5. Lists of district employees' names and addresses shall be released only to governmental agencies as required for official reports, or as otherwise permitted by the School Board in accord with the State Board of Education regulations (i.e., directory information). A list of employees and their salaries shall be tendered to any citizen upon request in accord with RSA 91-A.

See also Mans v. Lebanon School Board, 112 NH 160 (1972).