

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	PERSONNEL RECORDS	PER 22	4/79
	Revision Adopted:		
	6/00; 8/01; 10/02		

The Director of Schools or designee(s) shall be authorized to maintain personnel files 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;
3. Evaluations;
4. Cumulative information files:
 - a. Age
 - b. Experience
 - c. Licensure and degrees
 - d. Salary
 - e. Physical exams
 - f. Sex
 - g. Race
 - h. Names of schools and grades taught
 - i. Academic transcripts
5. INS Form I-9.

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, academic transcripts, criminal history background information from the Federal Bureau of Investigation and the Tennessee Bureau of Investigation and other records where disclosure is prohibited by state or federal law) and shall be open for inspection during regular business hours by any citizen of Tennessee;
5. Members of the public may not obtain an employee's unpublished telephone number, bank account information, social security number, or driver license information except where driving or operating a vehicle is considered to be a part of the employee's duties, unless release of this information is expressly authorized by the employee, nor may they obtain such information about any member of the employee's family.

6. A record of the person inspecting and the date of inspection shall be recorded.
7. Copies of records may be made under rules determined by the Director of Schools.
8. In accordance with federal law, the system 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.

Legal References:

T.C.A. 49-2-301(f)(1)(BB)
T.C.A. 49-2-301(f)(28)
County Records Manual, Department of
Education, CTAS, 1978
Immigration Reform and Control Act of 1986
T.C.A. 49-2-301(f)(28); T.C.A. 10-7-503 - 504
T.C.A. 10-7-504
T.C.A. 10-7-506; T.C.A. 49-2-301(f)(29); T.C.A. 8-5-108