

FAYETTEVILLE (AR) PUBLIC SCHOOLS
POLICY ON CONFIDENTIALITY OF PERSONNEL FILES

The Fayetteville Board of Education maintains personnel files for each certified employee in compliance with the provisions of Act 936 of 1983. The confidentiality of all personnel files will be protected.

Personnel files will be maintained in the central office and at the building level. The superintendent or his/her designee shall be the custodian of the central office files.

The principal or his/her designee shall be the custodian of the building level files.

Each custodian of personnel files shall protect the confidentiality of all files in his/her custody by allowing only authorized persons access to the files. Persons authorized to examine personnel files are the respective employee, a representative authorized by the employee, the custodian of the file, other supervisory personnel of the employee, and the confidential support personnel who work with the files.

Adopted: 4-22-86