



## Personnel Files Ownership

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### Question:

When an employee leaves the district, who does their personnel file belong to? I know they are entitled to a copy of the file, however, who retains the official file?

### Answer:

A personnel file is property of the district. Certainly an employee is entitled to a copy of the personnel file, per statute, but by this same statute it is the Board's obligation to establish and maintain the file. That makes it the school's property.

contact us with your question:



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