

M. Removal of Material from Personnel Files

The administration shall periodically review the material in the personnel files and may remove and destroy irrelevant, inappropriate or outdated materials, including files of personnel separated from the district for more than six years. Current employees shall be notified prior to removal of documents from their file.

Records of medical treatment or use of employee assistance programs is not a part of the personnel record and shall not be released without the written consent of the employee.