

**L. Removal of Material from Personnel Files of Teachers (CP 4120)**

Teachers have the right to request an administrative review of the material in their files and to request the removal of any material that they consider to be in error or inappropriate, with the exception of the formal evaluations required by law. Irrelevant and outdated materials, including files of personnel separated from the district for more than six years, may be removed at the discretion of the administrator.

If the teacher is not satisfied with the administrator's decision, the teacher may request, and must receive, a formal review of the placement of the material by the school board. This review shall be at an open public meeting of the board.