

**PERSONNEL FILES**

The Governing Board recognizes the importance of keeping accurate personnel files.

The Superintendent or designee shall establish and maintain files for all employees and ensure confidentiality in accordance with law and collective bargaining agreements.

**LEGAL REFERENCE****EDUCATION CODE**

35253 Regulations to destroy records  
44031 Personnel file contents and inspection  
44663 Performance appraisals and related materials

**GOVERNMENT CODE**

6254/3 Disclosure of home address and phone number

**PENAL CODE**

11165.14 Report of investigation of child abuse complaint

**CODE OF REGULATIONS, TITLE 5**

16020-16022 Records-general provisions  
16023-16027 Retention of Records  
**Cal. Atty. Gen.**, Indexed Letter, no. IL 75-73 (June 6, 1975)