

**All Personnel**

**BP 4112.6  
4212.6  
4312.6**

**PERSONNEL FILES**

The Board of Education 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.

- (cf. 1312.1 - Complaints Concerning District Employees)*
- (cf. 1340 - Access to District Records)*
- (cf. 3580 - District Records)*
- (cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)*
- (cf. 4115 - Evaluation/Supervision)*
- (cf. 4117.4 - Dismissal)*
- (cf. 4118 - Suspension/Disciplinary Action)*
- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*
- (cf. 4141/4241 - Collective Bargaining Agreement)*
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)*
- (cf. 9321 - Closed Session Purposes and Agendas)*
- (cf. 9321.1 - Closed Session Actions and Reports)*

*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*

ATTORNEY GENERAL OPINIONS

- Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)*

Policy  
Adopted: September 11, 2000

**BREA OLINDA UNIFIED SCHOOL DISTRICT**  
Brea, California