

**SUBJECT:**            **PERSONNEL RECORDS**

**Supersedes:**        GBL  
**Effective:**            March 12, 2009  
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**Approved by:**        Detroit Board of Education

**1.0    Policy**

The office of personnel will maintain a centralized personnel records system for all employees of the district.

The file for each employee will include cumulative information relating to the employees qualifications, disciplinary action, employment, performance, service and data on leaves, transfers, promotions, salary, etc.

Personnel records are maintained in the office of personnel and will not be open to the public. However, an individual may examine his or her own record in the presence of a designated administrator.

**Attachments to Policy 7.15:**        None

**See also:**                    None

**Legal References:**    MCLA § 15.243 (exception to Freedom of Information Act)  
                                  MCLA § 423.501 *et seq* (Employee Right to Know Act)

**Labor Contract References:**        Many agreements with bargaining units have sections on personnel records – right to inspect, to request notification of any derogatory material placed therein, to request removal of material; some do not permit the filing of material related to official grievances. See agreements for such details.