

## PERSONNEL

File: GBL

### PERSONNEL RECORDS

The Superintendent or his/her designee shall maintain a personnel file system for all employees of the Charlottesville City Schools.

Present and past employees shall have access to their personnel files and records, which are maintained by the School Division but may not remove files from the School Board office where they are maintained. No separate file shall be maintained regarding an employee which is not available for that employee's inspection.

If information relative to employment is requested by banks or other establishments or individuals, written permission from the employee to release such information is required, except to comply with a judicial order, a lawfully issued subpoena, the Virginia Freedom of Information Act (Va. Code § 2.2-2700 et seq.), or other law. The employee will be notified of the request for records.

Adopted: February 19, 1998  
Revised: March 20, 2008

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-295.1, 2.2-3700 et.seq., 2.2-3800 et.seq.

Cross Reference: GBLA Third Party Complaints Against Employees