

Lancaster Community School District

Personnel

**PERSONNEL RECORDS**

The Board of Education holds the District Administrator responsible for maintaining and managing the personnel file of each District employee according to state and federal laws.

The personnel file will be housed in the district office. The District Administrator has overall responsibility for maintaining employee files. The District Administrator may designate full-time staff as record managers. The record managers are responsible for granting access to records and maintaining the records according to state and federal laws.

The District shall maintain separate files for employee medical examination forms.

LEGAL REF.: Sections 103.13 Wisconsin Statutes  
120.13(2)(e)  
252.15  
Chapter 19, Subchapters II and IV  
Americans with Disabilities Act of 1990

CROSS REF.: 822, Access to Public Records

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