

General Personnel Policy Statement

PERSONNEL FILES

The personnel file of each employee shall be open to inspection subject to the procedures manual entitled, **Personnel Files Procedures**, which is incorporated by reference and is part of this Board Rule and is on file in the Board Office, Citizen Information Center, and Office of the School Board Clerk.

Authorization for retention of records shall be in accordance with Florida Statutes and the State Division of Archives, History and Records Management, and School Board Rule 6Gx13- 3D-1.08.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 119.011; 119.07(3); 231.291 F.S.

History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

New: 9-22-82

Amended: 3-21-84; 9-19-84; 11-7-84; 5-21-97