

**PETITION FOR REMOVAL  
OF PERSONNEL RECORDS**

Policy Code: **7821**

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1 Any employee may petition the [Transylvania County Board of Education \(the “board”\)](#) to have  
2 removed from his or her personnel file any information that the employee believes to be invalid,  
3 irrelevant, or outdated. The board may order the superintendent to remove said information if it  
4 finds the information is invalid, irrelevant, or outdated.

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6 1. The petition must be in writing, signed by the employee, and submitted to the [assistant](#)  
7 [superintendent director](#) of human resources.

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9 2. The petition must identify the specific information in question and the reasons for  
10 claiming it is invalid, irrelevant, or outdated.

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12 3. The written petition and the information in question, together with a recommendation  
13 from the superintendent or designee, must be submitted by the administration to a panel  
14 of the board consisting of not less than two members appointed by the chairperson.

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16 4. The board panel must review the petition and the information in question and may make  
17 a decision including, but not limited to, the following:

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19 a. deny the request for removal;

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21 b. make a specific finding that the information in question is “invalid, irrelevant, or  
22 outdated” and instruct the superintendent to remove the information in question  
23 from the employee’s personnel file;

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25 c. make a specific finding that the information in question is “invalid, irrelevant, or  
26 outdated”, but decide to leave the information in question in the employee’s  
27 personnel file and add to the personnel file a copy of the petition, the  
28 superintendent’s recommendation, and the panel’s findings;

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30 d. request more written information from the petitioner and/or the person who  
31 submitted the information in question for placement in the petitioner’s personnel  
32 file;

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34 e. schedule a hearing to allow both parties to present additional information; or

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36 f. such other appropriate action as the panel may deem proper.

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38 5. The decision of the panel will constitute the decision of the full board.

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40 Legal References: G.S. 115C-36, -47, -325(b) (applicable to career status teachers), -325.2  
41 (applicable to non-career status teachers)

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43 Cross References:

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45 Adopted:

NEW