

~~A person who wishes to specify any authorized designee(s) as having access to his or her personnel file must so request in writing to the Superintendent. The Superintendent must receive a request for each occasion that any authorized designee(s) is(are) to have access to an individual's file. Contents of the file will be made available to the designee(s) within five (5) days following receipt of the request in the Superintendent's office.~~

~~In the event an individual requests copies of materials contained in the personnel file, see Policy KBA.~~

~~APPROVED BY BOARD
AND EFFECTIVE 11/16/82
REVISED 2/20/95~~

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