

**Spearfish School District 40-2  
4000 Personnel**

Administrative Regulation

Code: 4601AR

**PERSONNEL RECORDS**

The personnel office shall maintain a permanent folder for each certified employee that will contain the following:

1. Complete educational transcript
2. All subsequent credits earned (verified by transcript)
3. Degrees earned and dates earned
4. Renewal credit information
5. Teaching certificate
6. Application materials
7. Salary record
8. Information sheet
9. Contracts
10. College placement papers
11. Staff evaluations/ growth plans

Adopted	<u>June 17, 1975</u>
Revised	<u>May 11, 1987</u>
Revised	<u>December 14, 1998</u>
Reviewed	<u>December 11, 2006</u>
Reviewed	<u>January 9, 2012</u>