



# CENTRAL CONSOLIDATED SCHOOL DISTRICT

"A Community of Learners Dedicated to Building Lives"  
CCSD Administration Complex • Human Resources Department  
P.O. Box 1199, Shiprock, NM 87420 • 505-598-1018 Fax 598-1019

## PERSONNEL FILE REVIEW

All information below must be completed before the file can be reviewed. For an employee wanting to review their own file, they can complete this form and leave it with HR. HR will submit it to the Superintendent for approval. We will contact you and schedule a time for review when it is approved.

Excerpt from Board Policy G-1650 – All documents within a personnel file are confidential, and the District may create such sub-files within a personnel file in the District office as are appropriate to ensure confidentiality and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees. Individual Board members shall have access only when specifically authorized by the Board, as evidenced by action of a quorum of the Board in a legal meeting properly noticed. **Employees may review their own files by submitting a request to the Superintendent.** Employees may allow a representative to access their personnel files by submitting a written request to the Superintendent. Confidential information obtained prior to an employee's employment, such as recommendations, will not be available for review by the employee.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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Name on file being reviewed: \_\_\_\_\_

Purpose of review: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Approval from Superintendent _____	_____
Signature	Date
Employee contacted and date of review scheduled _____	_____