



PERSONNEL: Professional

Permanent: Employment

Personnel records shall be kept on all current employees and shall include the following information:

1. Basic employment data
2. Certification status
3. Evaluations
4. Changes of status
5. Payroll information
6. Leave accounting information
7. Other related materials

Records of all resigned and retired employees shall be retained in their original form until microfilmed.

Legal References: *Ann. Code of Pub. Gen. Laws of Md. Art 77*  
§109 Records to be kept of academic preparation, credentials, certificates, etc.

Rule  
Approved: 8/28/72

Superintendent of Schools