

Personnel Records

The Belmont Public Schools shall maintain a personnel record for each employee. The Superintendent is the official custodian for personnel records and has overall responsibility for ensuring the privacy, confidentiality and security of all employee records in accordance with all applicable federal and state laws and regulations.

The Superintendent shall establish procedures in accordance with applicable Massachusetts law governing the identification, description, accuracy and security of personnel records as well as access by employees and by persons authorized by the Superintendent for legitimate administrative needs.

Reference:

MGL 71: 42C

149: 52C