

INTERNAL BOARD OPERATIONS

**# 9330(a)
Administrative Regulation**

BOARD/SCHOOL DISTRICT RECORDS

Following a request for disclosure of an employee's personnel, medical or similar files, the Superintendent will notify the employee of such request. The notification will be copied to the employee's collective bargaining representative.

If the employee exercises the right to a formal objection to disclosure of any or all of the requested records, and such objection is filed with the superintendent within seven (7) business days, the superintendent will provide a notification of denial of the request for records to the petitioner.