

PERSONNEL FILES: REVIEWING and CLEANING OUT

Reviewing Your File

School File

You have the right to review your school file at the end of each school year. (Kramer Arbitration)

Official Personnel File

You may review your official Personnel File by making a request to the Office of Employee Records. You may use the **Employee Records Employment Verification and Record Request Form** found on the district's website. Once this form has been submitted, Employee Records will mail a complete copy of your official Personnel File directly to you.

Cleaning Out Your File

Unfavorable anecdotal records may be sent to your official Personnel File by your administrator. Under the contract, when an employee receives an unfavorable anecdotal record, the employee, upon application after eighteen (18) months, can have such records and all related memos and documents...destroyed if the employee has not had a similar and/or related unfavorable anecdotal record(s). Letters of suspension or demotion, personnel transaction forms and state rating forms may be removed from your official file after five (5) years if you have not had a similar record during the five-year period.

School File

When you review your School File at the end of each school year, you may remove any negative anecdotal documents that have not been sent to your official Personnel File. You may also remove documentation that has been submitted to your official Personnel File so long as the required time (listed above) has elapsed.

Official Personnel File

You must submit a written request to remove any negative anecdotal records from your official Personnel File. The request should be directed to:

Deputy, Labor and Employee Relations
440 North Broad Street – Second Floor
Philadelphia, PA 19103

Include your name, employee ID number, job title, work location, home address, and the date of the document(s) to be removed (you may also state that you would like all negative anecdotal records included in your file removed). A request may also be sent via email to the Deputy of Labor and Employee Relations. [As of 2018, the Deputy is Karen Gokay]