

**PERSONNEL RECORDS REGULATIONS**

The Alexandria City Public Schools (ACPS) Office of Human Resources is responsible for the maintenance of ACPS employee records. Present and past employees have access to these records.

**Definitions:**

**Employee Records** - ACPS employee records consist of

1. A completed employment application or other documentation providing the individual's name, address, and telephone number;
2. Documentation of qualifications, including educational background and professional licensure or certification;
3. Employment history;
4. Written references or notations of oral references;
5. Reports of required tuberculosis certificate;
6. Annual performance evaluations;
7. Date of employment for each position held and date of separation;
8. Documentation of compliance with requirements of Virginia laws regarding child protective services and criminal history background investigations;
9. Driving record verification from the Department of Motor Vehicles and a current copy of the driver's license for staff who transport students;
10. Documentation of all training required by this chapter and any other training or professional development received by individual staff; and
11. A current job description.
12. Disciplinary actions taken by ACPS
13. Compensation records including pay and benefits

Staff may maintain transactional documents needed to perform performance evaluations, provide and document training, and participate in investigations. Transactional records must be disposed of in accordance with the Library of Virginia Records Retention Schedule.

The Department of Human Resources should be notified in writing of any changes in name, marital status, address, and/or termination of employment. In cases of change in name and/or marital status, new tax forms must be submitted to the Financial Services Department, Payroll Office.

Adopted: NEW

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3700, *et seq.*; 2.2-3800 *et seq.*; 22.1-295.1 and 40.1-28.7:4.

Cross Ref.: GBLA Third Party Complaints Against Employees

**PERSONNEL RECORDS REGULATIONS**

**Commented [1]:** This is a new regulation.

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**Commented [2]:** This comes from the VAC and may need to be adjusted. Potential additional items are in green  
<https://law.lis.virginia.gov/admincode/title8/agency20/chapter671/section360/>

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**Commented [3]:** Add any additional rules/requirements for supervisors/evaluators around personnel records.

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**Commented [MS4]:** Relocated from DL – Payroll Procedures

Adopted: NEW

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3700, *et seq.*; 2.2-3800 *et seq.*; 22.1-295.1 and 40.1-28.7:4.

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