

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Personnel Files	
Procedure No. 8320-00-01	Eff. Date: 8/13/2007
Implements Board Policy(ies) 8320-Personnel Files	Last Reviewed: 8/13/2007

1. Background

Describe relevant background to the implementation of the policy.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities: -maintenance of an employee personal information system -public record requests	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

-Personnel folder is create for every employee upon hire

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Additional Information

Describe any additional information relevant to the implementation of the policy.

-records will be kept in compliance with the laws of the State of Ohio