

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE POLICY 6.14
PERSONNEL RECORDS

History: Issued 8-21-80; revised 3-29-95

Previous Coding: Admin. Policy GBL, GBL-R, prior to May 1995; Admin. Policy 7.13, May 1995-August 1996

Legal Ref.: W.S. 103.13;

Contract Ref.:

Cross Ref.:

(1) The Office of Human Resources shall be charged with maintaining personnel records in accordance with the state open records law, other applicable statutes, collective bargaining agreements, and administrative procedures. Personnel, medical, and similar records, disclosure of which would constitute unwarranted invasion of personal privacy, shall be handled in a manner that will ensure such privacy.

(2) The Office of Human Resources shall treat as privileged information letters of reference pertaining to an employee's potential and similar correspondence. Such letters shall not be available for employee inspection under Wis. Stat. § 103.13.

(3) The Office of Human Resources must still turn over letters of reference to the Office of Board Governance, when the Office of Board Governance requests copies of those letters in order to respond to a public records request. There is a statutory exclusion under the public records law, that, in most instances, precludes the Office of Board Governance from releasing letters of reference; however, the Office of Board Governance still needs to see the letters of reference, as it has to disclose to a requester what specific records are being redacted or withheld, and under what authority.

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