

## Policy Code: 7821 Petition for Removal of Personnel Records

Any teacher may petition the board of education to have removed from his or her personnel file any information that the teacher believes to be invalid, irrelevant or outdated. The board may order the superintendent to remove said information if it finds the information is invalid, irrelevant or outdated.

1. The petition must be in writing, signed by the teacher, and submitted to the executive director of human resources.
2. The petition must identify the specific information in question and the reasons for claiming it is invalid, irrelevant or outdated.
3. The written petition and the information in question, together with a recommendation from the superintendent or his or her designee, must be submitted by the administration
4. The board must review the petition and the information in question and may make a decision including, but not limited to, the following:
  - a. deny the request for removal;
  - b. make a specific finding that the information in question is "invalid, irrelevant or outdated" and instruct the superintendent to remove the information in question from the teacher's personnel file;
  - c. make a specific finding that the information in question is "invalid, irrelevant or outdated", but decide to leave the information in question in the teacher's personnel file and add to the personnel file a copy of the petition, the superintendent's recommendation and the findings;
  - d. request more written information from the petitioner and/or the person who submitted the information in question for placement in the petitioner's personnel file;
  - e. schedule a hearing to allow both parties to present additional information; or
  - f. such other appropriate action as the board may deem proper.

Legal References: [G.S. 115C-36](#), [-47](#), [325\(b\)](#) (applicable to career status teachers), [-325.2](#) (applicable to non-career status teachers)

Cross References:

Adopted: 10/15/98

Revised: 2/5/15

**Chapel Hill-Carrboro Schools**

---