

POLICY TITLE: Human Resources Records		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Personnel		

Appropriate records are to be kept concerning all active and inactive employees. These records shall include dates of employment, assignments, and such other information as is deemed appropriate by the Superintendent of Schools.

Board Approval Acknowledged By:

Patricia L. Skebeck, Secretary and Treasurer
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	7/21/1980				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Human Resources .06.01.005					