

PERSONAL FILES KEEP EVERYTHING

Don't throw anything away.

When a member is threatened with dismissal or has a legitimate grievance, a crucial problem may arise if the member has thrown away many of the documents, notes and other communications which later prove to be of real value.

- Of special importance are all of those notes from the principal. They may be printed for general distribution or personal notes, however informal. Some may be a simple "thank you" for some job you did. You never know when you may have a conflict with the administration.
- Past individual salary notices for both extra curricular and regular positions should be kept.
- Appointment letters, notices of amount of sick leave, etc., may later turn out to be important.

Your personal records should also include copies of transcripts teaching certificates/credentials, past evaluations and, all records pertaining to retirement. In addition to keeping your personal records updated, you should also inform yourself of the content in your personnel file. The District maintains such a file for each teacher. This is the only official depository for all written communications from the employer concerning your employment. Ed. Code §44031 gives you the right to see your file and to initial and date each page. You may photo copy each page for your records, but you may **NOT** remove any part of the file. Exercise your right to access. You also have the right to respond to adverse documents contained therein. If you disagree with anything in your file contact your site representative.