

POLICY 2.4.3 - MANAGEMENT REVIEW - PERSONNEL FILES
SCOPE - ALL PERSONNEL, FIRE CHIEF AND DIRECTORS

1. All personnel files will be reviewed by the Fire Chief or, as appropriate, the Board of Directors every five (5) years for material reflecting caution, warning, admonishment, reprimand and/or suspension, to determine the continued appropriateness of retention.
2. Materials deemed inappropriate or no longer relevant may be removed from the personnel file and the individual concerned notified of such action. Criteria for removal of documents may include age of the material, seriousness of the infraction, and incidences of repeated or similar infractions.