

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**ACCESS TO PERSONNEL FILES**

In addition to the Human Resource Services staff, the incumbents in the following positions have immediate access to any personnel file upon advising the Director of Human Resources Services (or designee) and upon the execution of the sign-out sheet in the individual file:

District Superintendent of Schools  
Assistant Superintendent for Administrative Services  
Assistant Superintendent for Instructional and School Support Services  
Regional Certification Officer  
Secretary to the District Superintendent  
Secretary to the Assistant Superintendent for Administrative Services  
Senior Account Clerk (Payroll)  
Principal Account Clerk

Any other individual must advise the personnel office and arrangements will be made accordingly.