

NOTICE

This is an exhibit template. This template must be compared to your existing exhibit before implementing it. Administrative regulations and exhibits may be reviewed by the board but should not be adopted by them. More information on the Policy Adoption Process can be found on the Policy Services website or by contacting the NDSBA office at 1-800-932-8791.

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NOTE: We recommend using this form when administration decides NOT to place the investigation outcome letter in an employee's personnel file.

INVESTIGATION REPORT ON FILE

An investigation involving **[Name of Employee]** was completed on **[date]**. All documentation from this investigation, including the outcome letter, is on file with **[the Business Manager] [the HR director]** in the district's employee investigations file. This documentation will be retained for the duration of employment plus six years, unless determined otherwise by the Board.

This notice is for document tracking purposes only. It is not intended to imply that the employee committed wrongdoing. A review of the investigation outcome report is necessary to ascertain the outcome of the investigation.

End of **[Name of District]** Exhibit KACB-E2

[04/22]