

NOTE: NDSBA recommends 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 Dickinson Public School District Exhibit KACB-E2.....Adopted: 11.30.2023