

Chapter 4: PERSONNEL  
Section 7: MISCELLANEOUS

### **Employee Records**

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records shall include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy.

#### Record Access

Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Only authorized school officials shall have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, executive director of human resources, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

Employees may have access to their personnel files during regular office hours and may copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. However, employees will not be allowed access to closed employment references written on behalf of the employee. The school district may charge a reasonable fee for each copy which cannot exceed \$5.00.

It shall be the responsibility of the superintendent or designee to keep employees' personnel files current. The board secretary or designee shall be the custodian of employee records.

### Employee Record Retention

All employee records, except payroll and salary records, shall be maintained for a minimum of seven years after termination of employment with the district. Applicant records shall be maintained for a minimum of seven years after the position was filled. Payroll and salary records shall be maintained for a minimum of three years after payment.

It shall be the responsibility of the superintendent to develop administrative regulations for the implementation of this policy.

Adopted: November 9, 1998  
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Reviewed: March 26, 2013