

BUSINESS PROCEDURES
Series 800

Policy Title: PERSONNEL RECORDS

Code: 804.2

Information about staff is required for the daily administration of the school district for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees and for meeting the board's educational reporting requirements. To these ends, the board authorizes and directs the superintendent to develop and implement a comprehensive and efficient system of personnel records maintenance and control under the following:

1. A personnel file shall be accurately maintained in the administrative office for each present and former employee. These files shall contain applications for employment; references; and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the purposes of this policy as cited above.
2. The superintendent shall be the records manager for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files. The superintendent may, however, designate another official to perform the duties of records management on the understanding that this official is to be held responsible for granting or denying access to records on the basis of these guidelines.
3. All personnel records shall be considered confidential and not open to public inspection, and access to files shall be limited to persons authorized by the superintendent to use the files for purposes of this policy as cited above. No other person(s) or agency(ies) may have access to information in a staff member's file except: (a) when the staff member has given written consent for the release of specific information to a specific person or agency, or (b) when such information is subpoenaed or ordered for release by a court of law.
4. A staff member may have access to his/her own personnel file at all reasonable times (i.e. during regular school hours) but with the exception that access will not be granted to references provided to the district on a confidential basis prior to employment. The right of access includes the right to make written objections to any information contained in the file. Any written objection must be signed by the staff member, and it shall become part of the staff member's file.
5. No negative comment shall be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include a written response in the file.
6. Lists of district employees' names and home addresses shall be released only to governmental agencies as required for official reports.

Date of Adoption:
Readopted: July 2009

Legal References:
Section 33-518, I.C.

Related References: