

Policy 401.05: Employee Records

Status: ADOPTED

Original Adopted Date: 11/01/2000 | **Last Revised Date:** 06/10/2025 | **Last Reviewed Date:** 06/10/2025

The 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 District, salary records, evaluations, application for employment, references, and other items needed to carry out board policy.

Employee personnel files are 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.

Employees may have access to their personnel files, and copy items from their personnel files at a time mutually agreed upon between the Superintendent and the employee. The District may charge a reasonable fee for each copy made. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the Board.

It shall be the responsibility of the Superintendent to keep employees' personnel files current. Employee records requests should be submitted to the board secretary or their designee as the custodian of district records.

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