

GAK Personnel Records (See CEI, CGI, GBI, and GCI)

GAK

Employee Personnel Files Kept by the District

Personnel files required by the district shall be confidential and in the custody of the appropriate building supervisor and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an administrator.

A request by a third party for release of any personnel record shall be made in writing and submitted to the appropriate record custodian who shall administer the request as required by law.

All records and files maintained by the district should be screened annually by the custodian of records and obsolete materials shall be discarded.

As appropriate, all personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Approved: 2-9-98