

Section: **PERSONNEL**

Policy Title: **Personnel Records**

The district shall organize, compile and maintain personnel records and files for each staff member of the district that shall be kept secure under the authority of the superintendent/designee. The contents of the personnel files shall be available to the superintendent/designee and to those staff authorized by the superintendent/designee to organize, compile and maintain the files. Any confidential college or university credentials or other confidential pre-employment materials received by the district shall be returned to the sender or maintained in personnel records, such as an application file.

A certificated or classified staff member shall be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member. Personnel files may be maintained by the district in hard copy or in an electronic format.

A staff member annually may request that the superintendent/designee review all information in the staff member's personnel file(s) to determine if there is any irrelevant or erroneous information in the file(s), and shall remove all such information from the file(s). If a staff member does not agree with the determination, the staff member may at his or her request have placed in the staff member's personnel file a statement containing a rebuttal or correction.

Cross Reference: Board Policy 4040

Public Access to District Records

Legal References: RCW 28A.405.250

Certificated employees, applicants for certificated position, not to be discriminated against--Right to inspect personnel file

42. 56.230(3)

Certain personal and other records exempt (from public inspection)

49.12.240-260

Employee inspection of personnel file

Management Resources: 2015 – October Issue

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