

Personnel Records and Files

The school board recognizes that it is necessary to maintain a personnel record keeping system. Information about staff is required for the daily administration of the school system.

- A personnel file will be accurately maintained in the district office for each present and former employee. These files will contain applications for employment, references, credentials, contracts, and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the purpose of this policy.
- The superintendent will be the records manager for personnel files and will 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.
- All personnel records will be considered confidential and not open to public inspection, and access to files will be limited to school officials authorized by the superintendent to use the files for purposes of this policy. NO other persons or agencies may have access to information in a staff member's file except when the staff member has given written consent for the release of specific information to a specific person or agency, or when such information is subpoenaed or ordered for release by a court of law.
- Lists of district employees' names and addresses will be released only to governmental agencies as required for official reports.
- A staff member may have access to his/her own personnel file at all reasonable times (i.e. during regular office hours). The right of access includes the right to make written objections to any information contained in the file. Any written objections must be signed by the staff member and will become part of the staff member's file. No information is to be removed from the file without express consent of the records manager.
- No complaint, commendation, or evaluation may be placed in the file unless it meets the following requirements:
 - The comment is signed by the person making the complaint, commendation, or evaluation; and
 - The superintendent or employee's principal has provided the employee with a copy of the comment for inspection prior to its placement in the personnel file.

The employee may offer a denial or explanation of the complaint, commendation, or evaluation, and any such denial or explanation will become a part of the staff member's file.

Legal source: Idaho Code 33-518 "Employee personnel files."

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