

Certificated and Classified Staff Personnel Records

The district shall organize, compile and maintain personnel records and files for each staff member of the district which shall be kept secure under the authority of the superintendent. The contents of the files shall be available to the superintendent and to those staff authorized by the superintendent to organize, compile and maintain the confidentiality of the files and their contents. Any confidential college or university credentials or other confidential pre-employment materials received by the district shall be returned to the sender, destroyed at the time of employment or destroyed as per the appropriate collective bargaining agreement.

The 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.

Legal References:

RCW	28A.405.250	Certificated employees, applicants for certificated positions, not to be discriminated against—right to inspect personnel file
	42.17.310(1)	Certain personal and other records exempt (from public inspection)

Adopted September 24, 1987

Formerly: Policy No. 5230