

**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 personnel files. Staff members who have access to the files shall be required to 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 or destroyed at the time of employment by the Board.

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. The District reserves the right to charge a reasonable fee for copies.



<i>CROSS REFERENCE</i>	<i>Board Policy 4040</i>	<i>Public Access to Restricted Records</i>
<i>LEGAL REFERENCES</i>	<i>RCW 28A.405.250</i>	<i>Certificated employees, applicants for certificated position, not to be discriminated against--Right to inspect personnel file</i>
	<i>42.17.310(l)</i>	<i>Certain personal and other records exempt (from public inspection)</i>
	<i>49.12.240-260</i>	<i>Employee inspection of personnel file</i>



*POLICY ADOPTED*                      *March 22, 2004*  
*REVIEWED*                              *September 12, 2011*