

## 4060 PERSONNEL RECORDS

Personnel records shall be kept on all employees and shall include the following items applicable to the position:

1. Licensure status and copies of all licenses.
2. Official college transcripts.
3. Credentials from college, university, or private placement bureaus (if available and appropriate).
4. Employee evaluations.
5. Other related materials including communications of a positive or negative nature concerning the employee may be placed in an employee's personnel file by the employee's supervisor. An employee shall be furnished a copy of any derogatory material entered into the personnel file if (a) the material does not contain his/her signature or (b) a copy has not already been given the employee.
6. It shall be the responsibility of the individual employee to furnish to the Assistant to the Superintendent for Human and Community Resources and Relations official transcripts for any courses completed after the employee's initial employment with the School District. This includes official transcripts necessary to effect any change in the employee's placement on the salary schedule adopted for any given year.

All materials received for inclusion in a personnel file shall be stamped with date received for filing. A record shall be maintained in each personnel file of the date, names of persons outside the Human and Community Resources and Relations Office inspecting a file, and reason for such inspection.

The various data elements retained within personnel files shall be classified pursuant to M.S. 15.162 to 15.168:

1. Employees shall have the right to inspect their own personnel files upon written request as provided by M.S. 125.17, Subd. 12. The employee shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any material contained therein. The School District may destroy any material contained in personnel files as provided by law.
2. All evaluations shall be reviewed with the employee by his/her supervisor prior to filing. The employee shall be requested to sign the evaluation to indicate that he/she has reviewed the same and be given a copy upon request. Failure to sign the evaluation report, however, in no way detracts from its effect or validity. Signatures shall not be construed as meaning agreement with the evaluation. Any form of evaluation shall be identified, and employee so evaluated shall be informed.
3. Official grievances and/or complaints filed by any employee under the grievance procedure shall not be placed in the personnel file of the teacher nor shall such a grievance become a part of any other file or record utilized in personnel assignments nor shall it be used in any recommendations for personnel assignments.

Personnel records of all deceased, retired, or resigned employees shall be retained for ten years, after which time they may be microfilmed and destroyed.

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