

*Adopted:*            May 20, 1996  
*Revised:*            \_\_\_\_\_  
*Last Reviewed:* February 20, 2015

*District 77 Policy 459*

## **459 PERSONNEL RECORDS**

### **I. PURPOSE**

The purpose of this policy is to set forth the parameters governing the content of, and access to, employees' personnel records.

### **II. GENERAL STATEMENT OF POLICY**

All personnel records shall be kept and preserved by the Director of Human Resources and shall be housed in the administrative offices of the School District. All evaluations and files generated within the School District relating to each employee shall be available to each individual employee upon his/her written request. 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, however, destroy such files as provided by law.

*Legal References:*    Minn. Stat. 125.17, Subd. 12