

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Employment

Policy No. 602.7

Policy Title: Inspection and Copying of Personnel Records

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It is the policy of the Board of Trustees that all personnel files relating to non-certified employees shall be available for inspection by said employee during the employee's non-duty hours, or by the employee's designee, during the normal business hours of the district's administration offices upon reasonable notice. The inspection will be monitored and observed by administrative personnel of the district.

Should the employee request copies of non-exempt documents or documents subject to disclosure contained in the employee's file, the district will prepare such copies within a reasonable time not to exceed three business days after the request is received, unless the district determines that a longer period is needed to locate or retrieve the records. If a longer period is required, the district will notify the employee within ten days following the request.

Recommendation letters and information used to screen and test for employment are exempt from inspection and copying. Other documents and entries may be exempt, including, but not limited to, ongoing investigatory information, information compiled in anticipation of a civil action or proceeding or information which is otherwise exempt from disclosure by law.

Legal References: IC 33-517, 33-518

Date of Adoption: 3/10/87

Amended: 9/10/90, 4/8/96

Reviewed: 2011