PERSONNEL RECORDS REVIEW PROCEDURE

Personnel records subject to open records laws shall be available during school hours for review by members of the public under the following procedures:

1. The request to view an employee's record may be made in writing, in person, or by phone. Written requests shall become a part of the file. The district shall not ask why the records are requested or ask for identification.
2. The district must respond to the request within a reasonable time, by either providing the record or explaining the legal authority for denying all or part of the request. What is reasonable will vary from request to request and depends on a number of factors, including the scope and type of records requested. The district may only deny access to or a copy of a record for which there is a specific statute closing all or part of the information.
3. The file may be viewed in the administrative office or a copy may be mailed to the person requesting to view the file if that person so chooses. A school district employee other than the employee whose file is being reviewed shall be present during the review of the file to maintain the security of the file's contents.
4. Copies of any documents in the file shall be made available upon request and at reasonable charge in accordance with law to the person requesting them. The charge may include the cost of materials, use of equipment, labor for making the copies, and time spent in locating, reviewing, and/or excising confidential or exempt information from the file as allowed by law. The cost of mailing may also be included in the charge if the copy is to be mailed.
5. The employee may be notified that the file will be reviewed or has been reviewed.

Review of the superintendent's folder shall follow the same procedures. The Board President or other board member may serve as the school employee who is present during the viewing of the file.

End of Manvel School District #125 Board Reg. DI-BR.....Approved: 7/15/19