

1 Great Falls School District

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3 **PERSONNEL**

5231

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5 Personnel Records

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7 The District maintains a complete confidential personnel record for every current employee and
8 former employee. The employees' personnel records shall be maintained in the District's
9 Human Resources Office. An employee will be given access to his or her personnel records,
10 according to the guidelines developed by the Superintendent and as required by law.

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12 Employees shall maintain an accurate mailing address with the District which will be held in the
13 personnel file. Employees shall promptly notify the District of any change in mailing address.

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15 The District may release public information regarding the professional qualifications, degrees,
16 and experience of teachers and the qualifications of paraprofessionals to parents upon request.
17 Access to other information is governed by Policy 4340.

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19 Personnel records must be kept for at least 10 years after separation of employment.

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21 Cross Reference:

22 Policy 4340 Public Access to District Records

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24 Legal Reference:

25 10.55.701(4), ARM Board of Trustees
26 § 20-1-212(2), MCA Destruction of records by school officer
27 § 2-6-1001, MCA Definitions

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29 Policy History:

30 Adopted on: July 1, 2000
31 Revised on: April 23, 2018
32 Revised on: April 22, 2024