STANWOOD-CAMANO
SCHOOL DISTRICT

Contact:
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TO: Stanwood-Camano Board of Directors

FROM: Christine Del Pozo, Executive Director of Human Resources

SUBJECT: Review, Board Policy 5260 Personnel Records

DATE: July 2, 2024

TYPE: Review of Policy

This is a request to review Personnel Policy 5260 Personnel Records. At this time, Washington State School Directors Association does not have any updates for this policy.

If you have any questions regarding this policy, please contact me.

PERSONNEL RECORDS

The district will maintain personnel records and files for each staff member of the district. Personnel files may be maintained by the district in hard copy or in an electronic format. The contents of the personnel files shall be available to the superintendent/designee.

A staff member will be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member.

A staff member annually may request that the superintendent/designee review all information in the staff member's personnel file(s) The superintendent/designee will determine if there is any irrelevant or erroneous information in the file(s), and will remove all such information from the file(s). If a staff member does not agree with the determination, the staff member may at his or her request have placed in the personnel file a statement containing a rebuttal or correction.

Cross Reference:	Board Policy 4040	Public Access to District Records
Legal References:	RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against--Right to inspect personnel file
	RCW 42.56.230(3)	Certain personal and other records exempt (from public inspection)
	RCW 49.12.240-260	Employee inspection of personnel file

Management Resources:2015 – October Policy Issue

Adoption Date: 6.17.03
Stanwood-Camano School District
Revised: 9.06.16
Reviewed: 7.2.24