



PERSONNEL RECORDS

The District shall organize, compile and maintain personnel records and files for each staff member of the district that shall be kept secure under the authority of the superintendent/designee. Personnel files are the property of the District. The contents of the files shall be available to the superintendent and to those staff authorized by the superintendent to organize, compile and maintain the personnel files. Staff members who have access to the files shall be required to maintain the confidentiality of the files and their contents.

Annually a certificated or classified staff member, upon submission of a written request to the District, shall be permitted, during normal district business hours, to review the contents of his/her personnel files in the presence of an authorized staff member. Anyone, at the employee's request, may be present in the review of the personnel file, provided the District is notified in advance of who will be in attendance. A staff member may request of the superintendent or designee removal of any irrelevant or erroneous information in the file(s). If the staff member's request for removal is not granted, the staff member may file a written statement containing a rebuttal or correction.

Personnel files may be maintained by the district in hard copy or in an electronic format.

Cross References:

4040	Public Access to District Records
6501	Data Privacy

Legal References:

RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against – Right to inspect personnel file
RCW 42.52.230(2)	Certain personal and other records exempt (from public inspection)
RCW 49.12.240-260	Employee inspection of personnel file