

ACCESS TO EMPLOYEE RECORDS

As a public agency, the Board of Trustees of the school corporation acknowledges its obligation to provide for the inspection of records that are a matter of public record. The personnel file and attendant work records shall not be available for public inspection except as required by the Indiana Open Door Law. Personnel file records, except those relating to matters that have been subject to final action by the Board, shall be released to law enforcement agencies, judicial bodies, or other governmental entities only upon the employee's written consent or in response to a lawfully issued subpoena or discovery request in accordance with Indiana law.

Personnel files shall be accessible only to the employee, in the presence of a representative designated by the School Corporation. Personnel files shall also be accessible to the following:

- District administrative personnel;
- The building principal or district-level administrator responsible for the department;
- The principal's designee or director who participates in the employee's evaluation; and
- Other individuals or agencies as authorized by law.

Written authorization by the employee is required before any other person may examine the file. Personnel records shall not be taken out of the district office, with the exception that the school corporation's attorney may remove them for school-related matters. The employee has a right to comment on any materials entered into his/her personnel file and to have these comments made a part of that file.

Confidential material originating outside the district, including but not limited to confidential placement file and confidential reference papers, is not considered to be a part of the employee's personnel file and will not be available for inspection by the employee.

Persons making verbal inquiries of the Personnel Department concerning the employment status of employees shall be given verification of employment, length of employment, and the school or department in which the employee serves. Additional information may be supplied, provided the request is in writing, and the law requires the release of such information or the employee signs a written release authorizing such disclosure.

Directory information, including address, phone number, and spouse's name, birth date, photograph, and gender, may be released to insurance companies, annuity companies, and other agencies that provide services or benefits to employees of the corporation unless the employee makes a specific request that such directory information not be released.

Nothing in this policy is intended to preclude the corporation from supplying information it may legally be required to provide.

Board Adopted: July 14, 1980
Board Revised: March 14, 1988;
April 9, 2001;
April 13, 2026