BP-4112.6
BP-4212.6
BP-4312.6

ALL PERSONNEL - PERSONNEL RECORDS

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as shall seem appropriate to the administration.

Note: 4 AAC 19.040 exempts employee evaluations from public disclosure and requires districts to establish procedures as to which supervisory personnel may have access to evaluation documents. AS 14.20.149 provides that information provided to a district under the district's certificated employee evaluation system is not a public record and is not subject to public disclosure. The Alaska Supreme Court in the Municipality of Anchorage v. Anchorage Daily News has held that the evaluation of head public librarian is a public document. AASB recommends public requests for evaluations of administrators be reviewed with district legal counsel on a case-by-case basis.

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those individuals authorized by the Superintendent or designee or School Board in accordance with administrative procedures. The School Board may collectively request to review an employee's file in an executive session of the School Board, pursuant to a specific employee action and/or complaint process, and in accordance with the Alaska Open Meetings Act.

Employees shall be notified whenever derogatory information is to be placed in their personnel files. Employees may review and comment on the contents of their personnel file. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

Legal Reference:

ALASKA STATUTES

44.62.310 Government meetings public
23.40.070 Declaration of Policy (PERA)
14.20.149 Employee Evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.040 Use of the evaluation

Municipality of Anchorage vs. Anchorage Daily News, 794 P.2d 584 (Alaska 1990)
City of Kenai v. Kenai Peninsula Newspapers, Inc. 642 P.2d 1316 (Alaska 1982)

Adoption Date:	October 3, l988
Reviewed & Renumbered:	May 17, 2010
Reviewed:	September 18, 2012
Revised:	September 17, 2018
Revised:	March 16, 2020
Revised:	October 7, 2024
Revised:	August 17, 2026