

PERSONNEL RECORDS

The district ~~shall will organize, compile and~~ maintain personnel records and files for each staff member of the district ~~which shall be kept secure under the authority of the superintendent.~~ **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**, ~~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.~~ ~~Any confidential college or university credentials or other confidential pre-employment materials received by the district shall be returned to the sender or destroyed at the time of employment by the board.~~

A ~~certificated or classified~~ staff member **shall 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 **petition request** that the superintendent/**designee** review all information in the staff member's personnel file(s) ~~that is regularly maintained by the district as a part of his business records or is subject to reference for information given to persons outside of the district.~~ The superintendent/**designee shall will** determine if there is any irrelevant or erroneous information in the file(s), and **shall will** remove all such information from the file(s). If a staff member does not agree with the ~~superintendent's~~ determination, the staff member may at his or her request have placed in the ~~staff member's~~ 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
	42.17.310(1)	
	<u>RCW 42.56.230(3)</u>	Certain personal and other records exempt (from public inspection)
	<u>RCW 49.12.240-260</u>	Employee inspection of personnel file
Management Resources:	<u>2015 – October Policy Issue</u>	

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Stanwood-Camano School District
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