PERSONNEL

Personnel Records

The district shall organize, compile and maintain personnel records and files for each (certificated and non-certificated) staff member of the district which shall be kept secure. The contents of the files shall be available to those staff authorized by the superintendent to organize, compile and maintain the personnel files. All those who have access to the files shall be required to maintain the confidentiality of the files and their contents.

The school district personnel file on any employee in the possession of the district, its employees, or agents shall not be withheld at any time from the inspection of that employee. For convenience of the employee and district, an appointment should be made in advance to insure an authorized person is available to gain access to the personnel file.

Legal Reference:	RCW 28A.405.250	Certificated Employees, Applicants for Certificated Position, Not to be Discriminated Against--Right to Inspect Personnel File

Adopted: June 10, 1992