

## Personnel

### Personnel Records

The district will organize, compile, and maintain personnel records and files for each staff member of the district. Personnel records will be kept secure under the authority of the Superintendent or designee. The contents of the files will be available to the Superintendent/designee and to those staff authorized by the Superintendent/designee to organize, compile and maintain the personnel files. All those who have access to the files will 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 will be maintained by the district in personnel records, such as an application file.

The staff member will be permitted, during normal district business hours, to review the contents of their personnel file in the presence of an authorized staff member. Personnel files may be maintained by the district in hard copy or in an electronic format.

Cross References:	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
	RCW 42.56.230(3)	Certain personal and other records exempt (from public inspection)
	RCW 49.12.240-260	Employee inspection of personnel file
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