

## PERSONNEL

### Certificated and Classified Staff Personnel Records

The district shall organize, complete and maintain personnel records and files for each staff member of the district which shall be kept secure under the authority of the superintendent. The contents of the files shall be available to the superintendent and 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. 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.

The staff member shall be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member.

Legal References:	RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against—Right to inspect personnel file
	RCW 42.17.310(1)	Certain personal and other records exempt (from public inspection)

Adoption Date: January 13, 1993