

GENERAL PERSONNEL RECORDS

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records shall include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files at a time mutually agreed upon between the superintendent and the employee. However, employees will not be allowed access to the employment references written on behalf of the employee.

It shall be the responsibility of the superintendent to keep employees' personnel files current. The personnel secretary shall be the custodian of employee records.

Legal Reference: Iowa Code chs. 20, 21, 22, 91B (2015).
Clymer v. City of Cedar Rapids, No. 209/97-1705 (Iowa 1999).
Des Moines Independent Community School District v. Des Moines Register and Tribune Company, 487 N.W.2d 666 (Iowa 1992).
City of Dubuque v. Telegraph Herald, Inc., 297 N.W.2d 523 (Iowa 1980).

Cross Reference: 213 Closed Sessions
218 Board of Directors, Records
402.1 Release of Credit Information
403 General Personnel Health and Well-Being
708 Care, Maintenance and Disposal of School District Records
901.1 Public Examination of School District Records

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