

1 Personnel Records

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3 The District maintains a complete personnel record for every current and former employee. The  
4 employees' personnel records will be maintained in the District's administrative office, under the  
5 Superintendent's direct supervision. Employees will be given access to their personnel records,  
6 in accordance with guidelines developed by the Superintendent.

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8 In addition to the Superintendent or other designees, the Board may grant a committee or a  
9 member of the Board access to cumulative personnel files. When specifically authorized by the  
10 Board, counsel retained by the Board or by the employee will also have access to a cumulative  
11 personnel file.

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13 In accordance with federal law, the District shall release information regarding the professional  
14 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon  
15 request, for any teacher or paraprofessional who is employed by a school receiving Title I funds,  
16 and who provides instruction to their child at that school. Access to other information contained  
17 in the personnel records of District employees is governed by Policy 4340.

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19 Personnel records must be kept for 10 years after termination.

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21 Cross Reference: 4340 Public Access to District Records

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23 Legal Reference: 10.55.701, ARM Board of Trustees  
24 No Child Left Behind Act of 2001, P.L. 107-334  
25 20-1-212(2),MCA Destruction of records by school officer.

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27 Policy History:

28 Adopted on: February 2007  
29 Revised on: July 2013

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31 *Note: The revision stipulates the length of time personnel records must be kept.*