

## **Personnel Records and Files**

The Executive Director of Human Resources is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, certificated and classified, shall be accurately maintained in the district administrative office. Personnel records shall include addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and other such information as may be considered pertinent.
3. All personnel records of individual employees shall be considered confidential except as provided by law. They shall not be open for public inspection. The superintendent and the superintendent's designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
4. Each employee shall have the right, within one day of their request, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district.
5. Lists of district employees' names and addresses shall not be released for general public use.
6. Personnel records shall be available upon request to members of the Board of Education.

Adopted: 1971

Revised: October 1978

Revised to conform with practice: date of manual adoption

Revised: January 1992

Revised: August 1993

Revised: October 1994

Revised: February 1997

Revised: 1999

LEGAL REFS.: C.R.S. 22-9-109  
C.R.S. 22-32-110 (4) (c)  
C.R.S. 24-19-108 (1) (c)  
C.R.S. 24-72-202 (1.3) and (4.5)  
C.R.S. 24-72-204

CONTRACT REF.: Negotiated Agreement, Article VI, Teaching Conditions, Section  
6.13, Teacher Files

CROSS REFS.: GCE/GCF, Professional Staff Background Checks  
JIC/JK, Student Conduct and Student Discipline