

## STAFF PERSONNEL

### Series 400

#### POLICY TITLE EMPLOYEE RECORDS

No.401.5

All personnel records shall be kept and preserved by the Human Resources Department and shall be housed in the Administrative Office of the School District. The Executive Director of Human Resources shall be the School Board's authorized deputy of the records.

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, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the Executive Director of Human Resources and the employee. The school district may charge a reasonable fee for each copy made. Employees, however, will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

The Executive Director of Human Resources shall not be required to preserve personnel records permanently, but is authorized, after securing some alternate method of storage, to destroy any personnel records that have been in the Director's custody for three (3) years. A properly authenticated reproduction of any record meets the same legal requirements as the original record.

Personnel records of individuals who apply for a position in the district will be kept on file for one year.

#### Employee Record Retention

All employee records, except payroll and salary records, are maintained for a minimum of one year after termination of employment with the district. Applicant records are maintained for a minimum of one year after the position was filled. Payroll and salary records are maintained for a minimum of three years after payment.

It is the responsibility of the Executive Director of Human Resources to develop administrative regulations for the implementation of this policy.

Legal Reference: Iowa Code chs. 20; 21; 22; 91B (2013).

Cross Reference:     402.1 Release of Credit Information  
                          403 Employees' Health and Well-Being  
                          708 Care, Maintenance and Disposal of School District Records

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