

STAFF PERSONNEL

Series 400

POLICY TITLE EMPLOYEE RECORDS

No.401.5

The school district will 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 will 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, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the 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 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 ten (10) years after termination of employment with the district. 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 three years.

Employee Record Retention

All employee records, except payroll and salary records, are maintained for 10 years after termination of employment with the district. Applicant records are maintained for a minimum of three years after the position was filled. Payroll and salary records are maintained for a minimum of five years after payment.

It is the responsibility of the Director of Human Resources to keep employees' personnel files current. It is the responsibility of the Director of Human Resources to develop administrative regulations for the implementation of this policy.

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

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

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