

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. 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.

All personnel records shall be housed in the Administration Office of the school district. The Administrative Assistant shall be the custodian of the records.

The District shall not be required to preserve personnel records permanently, but is authorized, after microfilming them, to destroy by burning or shredding any personnel records that have been in the district's custody for three years. A properly authenticated reproduction of any microfilm record meets the same legal requirements as the original record.

LEGAL REFERENCE: Code of Iowa, Chapters 20, 21, 22, 91B (1993)

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MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
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