

## **Personnel Records and Files**

The superintendent 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 home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship. Personnel records also include the specific date of an educator's absence from work.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The superintendent and his designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Each employee shall have the right, upon request, to review the contents of his 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.
4. The following information in personnel records and files shall be available for public inspection:
  - a. Applications of past or current employees
  - b. Employment agreements
  - c. Any amount paid or benefit provided incident to termination of employment
  - d. Performance ratings except for evaluations of licensed personnel as noted below
  - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law. Portions of the superintendent's evaluation shall be open to public inspection, in accordance with state law.
6. District employee's home address and telephone numbers shall not be released for general public or commercial use.
7. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and district policy.

Adopted: 10/25/93,  
Revised: 5/19/08, 11/17/14, 10/24/22

LEGAL REFS.:

C.R.S. 22-32-109.1(9) (*immunity provisions in safe schools law*)  
C.R.S. 24-19-108 (1)(c)(exceptions to public records)

CROSS REFS.:

CBB, Recruitment of Superintendent  
CBIA\*, Public inspection of Superintendent's Evaluation  
GCE/GCF, Professional Staff Recruiting/Hiring  
KDB, Public's Right to Know/Freedom of Information

Sargent School District RE 33-J, Monte Vista, Colorado