

## **Personnel Records**

## **GBL**

The superintendent shall develop and implement a comprehensive and efficient system of personnel records using the following guidelines:

1. A personnel folder for each employee, certified and classified, shall be accurately maintained in the district administration office.
2. In addition to the application for employment and reference, the folders shall contain records and information relative to compensation, payroll deductions, evaluations and any other information that may be considered pertinent.
3. All personnel records are considered confidential and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the superintendent to use the files for legitimate reasons.
4. 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 colleges, universities or persons not connected with the district.
5. Lists of district employees' names and addresses will not be released for general public use.

Legal References: W.S. 9-9101 through 9105