



Book	Policy Manual
Section	4000 PERSONNEL
Title	Personnel Records
Code	BP 4112.6/4212.6/4312.6
Status	Under Review/Revision
Cross References	BP 1312.1 - Public Complaints Concerning School Personnel BP 1340 - Access to District Records BP 3580 - District Records
Adopted	February 7, 2005

Personnel **files records** will be kept for all current employees and will include information usually expected in good personnel administration. **Records Files** will be kept for all former employees, including such information as will seem appropriate to the administration.

All personnel **files** are confidential and will be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those individuals authorized by the Superintendent or designee or Board in accordance with administrative procedures. **Board members may collectively request to review an employee's file at an personnel executive session of the Board, pursuant to a specific employee action and/or complaint process, and in accordance with the Alaska Open Meetings Act.**

Employees will be notified whenever disciplinary information is to be placed in their personnel files. Employees may review and comment on the contents of **their** personnel file. Personnel **files records** will be made available for inspection by the employee at an off-duty time. Inspection will take place in the presence of an administrator.

Legal Reference:

ALASKA STATUTES

44.62.310 Government meetings public

~~09.25.120~~ **40.25.120** *Inspection and copying of public records*

23.40.070 *Declaration of Policy (PERA)*

14.20.149 *Employee Evaluation*

ALASKA ADMINISTRATIVE CODE

4 AAC 19.040 *Use of the evaluation*

Municipality of Anchorage v. Anchorage Daily News, 794 P.2d 584 (Alaska 1990)

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)