



Human Resources – Series 5000

Personnel Records – 5125

The District shall organize, compile, and maintain personnel records and files for each employee of the District. The records and files shall be kept secure under the authority of the Superintendent or designee. The contents of the files shall be available to the Superintendent and to those employees authorized by the Superintendent or designee to organize, compile, and maintain the personnel files. Employees who have access to the files shall be required to maintain the confidentiality of the files and their contents.

A certificated or classified employee shall be permitted, during normal district business hours, to review the contents of their personnel file in the presence of an authorized employee. After the review, the employee may request the removal of information that they consider irrelevant or erroneous. If the Superintendent or designee does not agree with removing the information, the employee may have placed in their personnel file a statement of rebuttal or correction.

Legal References:

RCW 28A.405.250 Certificated employees, applicants for certificated position, not to be discriminated against – Right to inspect personnel file
RCW 42.17.310 Certain personal and other records exempt
RCW 49.12.240-260 Employee inspection of personnel file

Adopted: 03-26-2002