

Personnel Records and Files

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1. A personnel folder for each employee, licensed 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.
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 designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, 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 employees' home addresses 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 Board policy.

Adopted: September 17, 2001
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Reviewed: March 19, 2007
By Policy Review Committee June 2010
By the Superintendent and BOE March 16, 2015

Revised: March 2006 by Policy Review Committee
December 2010
April 20, 2015

LEGAL REFS.: C.R.S. [22-9-109](#) (*licensed personnel evaluations – exemption from public inspection*)
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)
C.R.S. [24-72-201 et seq.](#) (*Colorado Open Records Act*)

CROSS REFS.: [CBB](#), Recruitment of Superintendent
[GCE/GCF](#), Professional Staff Recruiting/Hiring
[KDB](#), Public's Right to Know/Freedom of Information