

POLICY – CERTIFICATED AND CLASSIFIED PERSONNEL RECORDS

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The District will organize, compile and maintain personnel records and files for each staff member of the District which will be kept secure under the authority of the Superintendent or designee. The contents of the files will be available to the Superintendent and to those staff authorized by the Superintendent to organize, compile and maintain the personnel files. All those who have access to the files shall be required to maintain the confidentiality of the files and their contents. Any confidential college or university credentials or other confidential pre-employment materials received by the district will be returned to the sender or maintained in personnel records, such as an application file.

The staff member shall be permitted, during normal District business hours, to review the contents of their personnel file in the presence of an authorized staff member and in accordance with applicable collective bargaining agreements. Personnel files may be maintained by the District in hard copy or in an electronic format.

A staff member annually may request that the Superintendent/designee review all information in the staff member’s personnel file(s) to determine if there is any irrelevant or erroneous information in the file(s) and will remove all such information from the file(s). If a staff member does not agree with the determination, the staff member may at his or her request have placed in the personnel file a statement containing a 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 42.56.230(3)	Certain Personal and Other Records Exempt (from public inspection)
	RCW 49.12.240-260	Employee inspection of personnel file
Adopted:	March 17, 1986	NTSD Board of Directors
Amended:	August 24, 2010	NTPS Board of Directors
	May 2, 2023	NTPS Board of Directors