

PERSONNEL RECORDS

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

1. A personnel folder for each employee, certificated and classified shall be accurately maintained in the administrative offices.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.
3. All personnel records of individual employees of the Board shall be considered confidential. They shall not be open for public inspection. The superintendent and his designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
4. Each employee shall have the right, upon request, to review the contents of his own personnel file, with the exception of pre-employment reference recommendations.
5. Employees may discuss the contents of their personnel files with administrators.
6. Lists of district employees' names and addresses shall be released only to governmental agencies as required for official reports. "Directory" information on school employees may be released only as approved by the Board.

Adopted 7/28/77
Reviewed 11/8/95

LEGAL REFS.: W.S. 9-692.1 through 9-692.5
CROSS REF.: KBA-E, Public Access to Records

Note: The Wyoming Public Records Act is filed as an exhibit coded KBA-E because it covers all school records.