

1 **5231 PERSONNEL**

2 Personnel Records

3 The District maintains a complete confidential personnel record for every current employee and former
4 employee. The employees' personnel records shall be maintained in the District's Human Resources
5 Office. An employee will be given access to his or her personnel records, according to the guidelines
6 developed by the Superintendent and as required by law.

7 The Superintendent and/or designees, may have access to cumulative personnel files. Additionally,
8 Trustees of the Board when authorized through Board action, may have access to cumulative personnel
9 files.

10 Access to information contained in the personnel records of District employees is governed by Policy 4340.

11 Personnel records must be kept for at least 10 years after separation of employment.

12 Cross Reference:

13 Policy 4340 - Public Access to District Records

14 Legal Reference:

15 10.55.701(4), ARM Board of Trustees

16 § 20-1-212(2), MCA Destruction of records by school officer

17 § 2-6-1001, MCA Definitions

18 Policy History:

19 Adopted on: July 1, 2000

20 Revised on: April 23, 2018