

Personnel Records and Files

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, 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 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 teacher evaluations as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel, with the exception of the superintendent's evaluation, shall be confidential and available only to the evaluatee, to the administrators who supervise his or her work, and to a hearing officer conducting a dismissal hearing or a

court reviewing a dismissal decision. All public records used in preparing evaluation reports will remain open to public inspection.

6. A written evaluation or any other personnel record shall not reflect any good faith actions of any employee which were in compliance with the district's discipline code.
7. Lists of district employee's names and address shall not be released for general public use.
8. Personnel records shall be available upon request to members of the Board of Education.

LEGAL REFS.:

C.R.S. [22-9-109](#)

C.R.S. [22-32-109.1](#) (9) (*immunity provisions in safe schools law*)

C.R.S. [24-19-108](#) (1)(c)

C.R.S. [24-72-202](#) (1.3) and (4.5)

C.R.S. [24-72-204](#)

CROSS REFS.:

[CBB](#), Recruitment of Superintendent

[GCE/GCF](#), Professional Staff Recruiting/Hiring

[JK](#), Student Discipline

[KDB](#), Public's Right to Know/Freedom of Information