

# MUSCATINE COMMUNITY SCHOOL DISTRICT BOARD POLICY

## **401.10 PERSONNEL RECORDS**

All personnel employment records shall be kept and preserved by the secretary of the Board, and shall be housed in the administrative offices of the school district. The Board secretary shall be the School Board's authorized deputy of the records.

The secretary of the Board shall not be required to preserve personnel records permanently, but is authorized, after digitally storing them, to destroy by burning or shredding any records that have been in his/her custody for three years. A properly authenticated reproduction of any microfilmed records meets the same legal requirements as the original record.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made. Employees, however, will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

LEG REF: Iowa Code §§ 20; 21; 22; 91B

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