
5260SP Personnel Records

Maintenance of Personnel Records

The District will organize, compile and maintain personnel records and files for each District employee.

Contents of Personnel File

Personnel files may be maintained in hard copy and/or in an electronic format. Under RCW 49.12.240, an employee's personnel file includes the following records, if the District creates such records:

- All job application records;
- All performance evaluations;
- All nonactive or closed disciplinary records;
- All leave and reasonable accommodation records;
- All payroll records; and
- All employment agreements.

All material in the personnel file must be related to the employee's work, position, salary, or employment status in the District.

Requests to Access Personnel Files

This Procedure does not supersede state or federal privacy laws regarding nondisclosure.

Public requests to access personnel files—including current employees and former employees requesting to review their own personnel file—must be directed to the District Public Records Office to be responded to consistent with RCW 49.12.250, this procedure, and Superintendent Procedure 4040SP, Public Access to District Records. The District may impose a reasonable fee for providing copies consistent with state law and Superintendent Procedure 4040SP.

Employee Access To Personnel File

At least annually, any employee has the right to inspect materials from the employee's own personnel file during regular business hours.

When requested by an employee, former employee, or their designee, the District must provide a copy of the personnel file in accordance with the procedures and requirements set forth in Washington's Public Records Act, RCW 42.56.

For purposes of this Procedure, “former employee” means a person who separated from employment within three years of the person’s request.

The Superintendent or their designee must be present when an employee is given access to their personnel file.

Access By Others To A Personnel File

The contents of the personnel files will be available to the Superintendent and to those staff authorized by the Superintendent or their designee to organize, compile, and maintain the files.

Principals and/or immediate supervisors may examine the files of staff employed in their building or department.

Any person authorized by a valid court order shall have access to personnel files.

Any individual who has the written permission of an employee may request to examine that employee's records.

Petition for Review

Annually, an employee may petition that the District review all information in the personnel file. The District shall determine if there is any irrelevant information and shall remove all such from the file. If the employee does not concur with the material that remains, the employee may file a statement of rebuttal or correction to be placed into the file. A former employee retains the right of rebuttal or correction for up to two years after employment is terminated.

Relationship to Collective Bargaining Agreements

This Procedure will be implemented in conjunction with relevant provisions from an applicable collective bargaining agreement.

Policy Cross References:

- 5260 – Personnel Records

Revisions:

- December 2, 2025

Adopted:

- October 19, 2011