

**All Personnel**

BP 4112.6  
4212.6  
4312.6

**PERSONNEL RECORDS**

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as shall seem appropriate to the administration.

*(cf. 1340 - Access to District Records)*  
*(cf. 3580 - District Records)*  
*(cf. 1312.1 - Complaints Concerning Personnel)*

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those individuals authorized by the Superintendent or Board in accordance with administrative procedures. ~~School Board members may request to review an employee's file at a personnel session of the Board.~~

Employees shall be notified whenever derogatory information is to be placed in their personnel files. Employee may review and comment on the contents of this personnel file. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

*Legal Reference:*

ALASKA STATUTES

*40.25.120 Inspection and copying of public records*  
*23.40.070 Declaration of Policy (PERA)*  
*14.20.149 Employee Evaluation*

ALASKA ADMINISTRATIVE CODE

*4 AAC 19.040 Use of the evaluation*

*Municipality of Anchorage v. Anchorage Daily News, 794 P.2d 584 (Alaska 1990)*  
*City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)*

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