

## **BP 4112.6/4212.6/4312.6 PERSONNEL RECORDS**

### **All Personnel**

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.

**Note:** *The Alaska Supreme Court has upheld a broad policy of public access to records and has ruled that employment applications of police chief and city manager may not be exempt from disclosure in view of the public's strong interest in high level public officials. It is likely therefore that Superintendent applications, and possibly other employee applications, are subject to public disclosure.*

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

*(cf. 1312.1 - Complaints Concerning Personnel)*

**Note:** [4 AAC 19.040](#) exempts employee evaluations from public disclosure and requires districts to establish procedures as to which supervisory personnel may have access to evaluation documents. [AS 14.20.149](#) provides that information provided to a district under the district's certificated employee evaluation system is not a public record and is not subject to public disclosure.

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 References:

### ALASKA STATUTES

[09.25.120](#) 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

COURT DECISIONS

*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)

Adopted: June 10, 2003

**Nome Public Schools**