

Board Policy Document

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## STAFF PERSONNEL

### *Series 400*

**Policy Title: Personnel Records**

**Code Number: 401.6**

The Director of Human Resources is responsible for maintaining appropriate policies with respect to retention, access, disclosure and maintenance of all personnel records, in compliance with state and federal law.

All requests for access to personnel records should be directed to the Director of Human Resources.

Board members will be permitted access to an employee's file only when it is necessary in conducting Board business, which necessity shall be determined by the Board President, subject to appeal to the full Board.

All personnel records shall be retained in accordance with recommended employment record retention periods and access to same shall be determined in accordance with state and federal law. All requests for access to personnel records should be directed to the Human Resources Department. The Director of Human Resources is responsible for maintaining appropriate policies with respect to retention, access, disclosure and maintenance of such records.

Board members will generally only have access to an employee's file when it is necessary in conducting Board business.

First Adoption: August 27, 1995 1  
Revision Adoption: January 26, 1999/May 11, 2004/June 22, 2009  
Legal Reference: Iowa Code Chapter 22, 91B, Americans with Disabilities Act,  
Family and Medical Leave Act.  
Clymer v. City of Cedar Rapids, 601 N.W. 2<sup>nd</sup> (Iowa 1999)  
Des Moines Independent Comm. School District v. Des  
Moines Register and Tribune Company, 487 N.W. 2d 666  
(Iowa 1992)  
City of Sioux City v. Greater Sioux City Press Club, 421  
N.W. 2<sup>nd</sup> 895 (Iowa 1988)