



Boulder Valley School District

File: GBL

Adopted: date of manual adoption

Revised: May 28, 1992

PERSONNEL RECORDS

An effective system of personnel records shall be developed and maintained according to the following guidelines:

1. A personnel folder for each employee, certificated and classified, shall be maintained in the District Division of Human Resources.
2. In addition to the application for employment, references, and transcripts, employee folders shall contain records and information relative to compensation, evaluations, miscellaneous change of status, and other information as deemed appropriate.
3. Under the Colorado Open Records law, the employee's application form is open to the public. Transcripts of the employee's grades are not considered part of the application form and are not open to the public; nor is the remainder of the employee's personnel file.
4. Each employee shall have the right, upon request, to review the contents of his or her own personnel file, with the exception of references and recommendations provided to the District by universities, colleges, or other persons not connected with the District that are accompanied by a signed statement by the employee waiving access.
5. Necessary steps shall be taken to safeguard against the unauthorized use of all confidential materials.

Current practice codified 1978

LEGAL REFS.: C.R.S. 22-9-109

C.R.S. 24-72-204

AGREEMENT REFS.: Teachers' agreement, Sections D, F

Paraprofessionals' agreement, Section D

Office personnel agreement, Section C

End of File: GBL