

PERSONNEL

Personnel Records

The District maintains a complete, confidential personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the direct supervision of the Human Resource Office.

Employees will be given access to their personnel records, in accordance with guidelines developed by the Superintendent.

In addition to the Human Resource Office or other designees, counsel retained by the Board will also have access to a cumulative personnel file. Personnel files shall be maintained for minimum 10 years after the employee's separation from employment.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to read the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 60 days.

The District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and provides instruction to their child at that school.

The District may release public information regarding the professional qualifications, degrees, and experience of teachers and the qualifications of paraprofessionals to parents upon request.

The Superintendent shall develop procedures regarding the content, maintenance and access to personnel records maintained by the District.

Legal References:

- [10.55.701\(45\), ARM Board of Trustees](#)
- [ARM 10.55.724 Evaluation](#)
- [§ 20-1-212, MCA Destruction of Records by School Officer](#)

Cross References:

Policy History:

- Adopted on: 10.8.2013
- Revised on: 2.14.2023, 2.13.2024
- Reviewed on: