



Title: **Personnel Records and Files**

Code: GBJ

Section: Section G: Personnel Policies

A personnel file for each staff member shall be accurately maintained. Each staff member shall have the right, upon request, to review the contents of their own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by outside persons or institutions. Staff members shall have access to their own files at all reasonable times. In order to facilitate an orderly review and maintain confidentiality, staff members must provide the Human Resources Department advanced notice of their desire to view their personnel file.

The information contained in the staff member's file shall be considered confidential except for the following information, which must be made available upon request for public inspection:

- Applications of past or current staff members (transcripts are not considered part of the application)
- Employment agreements
- Compensation, including expense allowances and benefits

District staff members' home addresses and telephone numbers shall not be made available for public inspection.

The evaluation reports of licensed personnel, with the exception of those portions of the Superintendent's evaluation report specified in law, and all public records used in preparing the evaluation report, shall be confidential and available only to the evaluatee, to the administrators and officials with a legitimate supervisory interest, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision.

Personnel files are to be available to members of the Board of Education.

The superintendent and their designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.

Adopted: January 18, 1996

Revised: December 13, 2006

March 31, 2010

July 1, 2017

July 1, 2024

Legal Refs:

C.R.S. § 22-9-109 (licensed personnel evaluations – exemption from public inspection)

C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)

C.R.S. 24-19-108 (1)(c) (exceptions to public records)

C.R.S. 24-72-201 et seq. (Colorado Open Records Act)

C.R.S. § 22-32-103(2) (access to records by school board directors)

C.R.S. §§ 24-72-202(4.5) and -204(3)(a)(I) and (II) (definition of personnel files and public access or denial of access to same)

Cross References:

CBB, Recruitment of Superintendent

KDB, Public's Right to Know/Freedom of Information

EL 2.0 Global Executive Constraints

EL 2.3 Treatment of Staff

Adopted: **January 18, 1996**

Last Revised: **July 01, 2024**
