

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: GBJ

**PERSONNEL RECORDS**

Information about staff is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board's educational reporting requirements. To these ends, the Board directs the superintendent to implement a comprehensive and efficient system of personnel records maintenance and control, under the guidelines which follow:

Section 1. Personnel File

A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain applications for employment, references, and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the purpose of this policy.

Section 2. Official Custodian of Records

The superintendent shall be the official custodian for personnel files and shall have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the Wyoming Public Records Act.

Section 3. Confidentiality

All personnel records are considered confidential under the law, and shall not be open to public inspection. Access to personnel files shall be limited to persons authorized by the superintendent to use the files for purposes of this policy. However, a staff member may have access to his/her own personnel file at all reasonable times (i.e. during regular school office hours), with the exception that access will not be granted to references provided to the district on a confidential basis prior to employment. The right of access shall include the right to make written objections to information contained in the file. Any written objection must be signed by the staff member, and it shall become part of the staff member's file.

Section 4. Negative comments

No negative comment shall be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in his/her file.

Section 5. Employee Lists

Lists of district employee's names and home addresses shall be released only to governmental agencies as required for official reports

Current practice codified 1977

Adopted: Date of manual adoption

Revised: Feb. 12, 1981

LEGAL REFS.: Wyoming Public Records Act ( W.S. 16-4-201 through 16-4-205)