

## Missoula County Public Schools

### PERSONNEL

5231

#### Personnel Records

The District maintains a complete personnel record for every current employee and former employee subject to Montana record-retention laws. The employees' personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision. An employee will be given access to his or her personnel records, during normal business hours. Personnel files shall be maintained for 10 years after the employee's separation from employment.

In addition to the Superintendent or other designees, a committee or member of the Board, when authorized through Board action, may have access to cumulative personnel files. Counsel retained by the Board or the employee shall also have access to a cumulative personnel file, when specifically authorized by the Board or Superintendent, respectively.

Access to information contained in the personnel records of District employees is governed by Policy 4340.

Cross Reference: 4340 Public Access to District Records

Legal Reference: § 20-1-212, MCA Destruction of Records by School Officer  
10.55.701, ARM Board of Trustees

#### Policy History:

Adopted on: August 13, 2002

Revised at PN&P Committee on June 26, 2013 and posted for public comment.

Approved on: August 13, 2013