



## GBJ - PERSONNEL RECORDS AND FILES

1. A personnel folder for each employee shall be accurately maintained in the

6. A written evaluation or any other personnel record shall not reflect any good faith actions of any employee which were in compliance with the district's discipline code.
7. Lists of district employees' names and address shall not be released for general public use.
8. Personnel records shall be available upon request to members of the Board of Education.

Adopted: April 1972

Revised: December 1974

Revised: December 1981

Revised: March 1988

Revised: September 1993

Revised to conform with practice: May 22, 1995

Revised: January 22, 1996

#### LEGAL REFS:

C.R.S. 22-9-109

C.R.S. 22-32-110(4)(c)

C.R.S. 24-19-108(1)(c)

C.R.S. 24-72-202(1.3) and (4.5)

C.R.S. 24-72-204

#### CROSS REFS:

CBB, Recruitment of Superintendent

CBIA, Public Inspection of Superintendent's Evaluation

GCE/GCF, Professional Staff Recruiting/Hiring

JK, Student Discipline

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