

# OLYMPIC ESD 114 BOARD POLICY PERSONNEL RECORDS

## POLICY 5260

The Human Resources Director, under the authority of the Superintendent, shall maintain personnel records, in paper and/or electronic form, in a secure area. Personnel records that contain protected information shall be maintained by the Human Resources Department in a separate confidential file. Records related to payroll shall be maintained by the Payroll Department.

All those who have access to the files shall be required to maintain the confidentiality of the files and their contents.

Personnel records shall be retained and destroyed in accordance with the State Government General Records Retention Schedule.

The employee shall be permitted, during normal agency business hours, to review the contents of his/her personnel file in the presence of an authorized Human Resources staff member at a time that is mutually agreeable to both. An employee may copy any of the materials included in his/her personnel files at an agency-determined cost per copy. An employee may request in writing to the Human Resources Director for the removal of any material placed in his/her personnel file after three (3) years.

Access to Olympic ESD 114 personnel records shall be restricted to the following:

1. The employee;
2. The Superintendent;
3. Human Resources staff;
4. The supervisor(s) of the employee and assistant superintendent/executive director of the employee's department/program;
5. Agency employees or Board Members authorized by the Superintendent;
6. Olympic ESD 114 legal counsel in conjunction with the Human Resources Director;
7. Any person authorized by a valid court order to have access to the records; and/or
8. Any individual specifically authorized in writing by the employee.

**Legal Reference:**  
RCW 28A.405.250  
42.17.310(1)(b)

Date Adopted: October 20, 1988  
Renumbered: January 21, 2016, from 3330  
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