

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## Personnel Records and Files

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, licensed and classified, ~~shall~~will be accurately maintained in the district administrative office. Personnel records ~~shall~~will include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship. Personnel records also include the specific date of an educator's absence from work.
2. All personnel records of individual employees ~~shall~~will be considered confidential except for the information listed below. They ~~shall~~will not be open for public inspection. The superintendent and designees ~~shall~~will take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees ~~shall~~ have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district.
4. The following information in personnel records and files ~~shall be~~is available for public inspection:
  - a. Applications of past or current employees
  - b. Employment agreements
  - c. Any amount paid or benefit provided incident to termination of employment
  - d. Performance ratings except for evaluations of licensed and unlicensed educators ~~personnel~~ as noted below

- e. Any compensation including expense allowances and benefits
5. The evaluation report of ~~licensed personnel~~ licensed and unlicensed educators, including teachers, principals, administrators, special services providers, and education support professionals and all public records used in preparing the evaluation report ~~are~~ shall be confidential and available only to those permitted access under state law. Portions of the superintendent's evaluation ~~shall be~~ are open to public inspection, in accordance with state law.
  6. District employees' home addresses and telephone numbers ~~shall~~ will not be released for general public or commercial use.
  7. District employees' medical records ~~shall~~ must be kept in separate files and ~~shall be~~ kept confidential in accordance with applicable law and Board policy.

(Adoption date)

LEGAL REFS.: C.R.S. 18-9-313(1)(b.5) (definition of educator)  
~~C.R.S. 22-9-109 (licensed personnel~~ educator ~~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)

CROSS REFS.: CBB, Recruitment of Superintendent  
GCE/GCF, Professional Staff Recruiting/Hiring  
KDB, Public's Right to Know/Freedom of Information

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