

<b>Policy Subject</b>  PERSONNEL FILES AND RECORD POLICY	<b>Location Code</b>  405.1	<b>Adoption Date</b>  4/8/91
	<b>Rescinds/Amends</b>	<b>Adopted</b>

Any teacher, administrator, or full-time employee of the Norfolk School District shall, upon personal request, have access to the staff member's personnel file which is maintained by the district. The staff member shall have the right to attach a written response to any item in the file. Such access and right to attach a written response shall not be granted to any letters or other forms of recommendation solicited by the Norfolk School District which are a part of the personnel file.

No other person except school officials while engaged in their professional duties shall be granted access to the personnel files of school employees, nor shall the contents thereof be disclosed in any manner to any unauthorized person, unless disclosure is required by federal or state law or regulation, or is authorized in writing by the employee.

1. Disclosure of personally identifiable information from the contents of the personnel file of an employee required by governmental statute or regulation may be authorized by the building principal and/or any other school administrator.
  
2. All other requests for disclosures of personally identifiable information or personnel file contents must be authorized by the superintendent or designee. Requests are handled by the superintendent's designee, the assistant superintendent.

