

4028 - Personnel Records and Files

Information about staff members is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board's educational reporting requirements. To meet these needs, the superintendent shall implement a comprehensive and efficient system of personnel records maintenance control, under 40~~XX~~28-R regulation guidelines.

ADOPTION DATE: December 10, 2013; **Reviewed with minor revision April 26, 2022**

LEGAL REFERENCE(S): Wyoming Statutes 16-4-201, et seq. (Wyoming Public Records Act) Family Educational Rights and Privacy Act of 1974. Wyoming Statutes 9-2-410, et seq. (Record Retention Schedules for Political Subdivisions)

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 4028-R