

## PERSONNEL RECORDS

A file of personnel records shall be maintained in the Office of Human Resources for each employee of the Rapid City Area School district. A file shall be kept for all resigned or retired employees, including such essential information as specified by state and federal laws.

### CONFIDENTIALITY

Personnel information concerning district employees is generally confidential. Some personnel information is “public record” and must be released to any person upon request:

1. Salaries,
2. Routine directory information, consisting of employee’s name and address, and subject to the employee’s right to direct that his/her address not be disclosed, and
3. Employment applications and related materials submitted by individuals hired into executive or policymaking positions within the District.

However, any current or prior contract with any public employee and any related document that specifies the consideration to be paid to the employee is by law a public document and to which the public has the right to examine and make memoranda and abstracts therefrom during regular school hours.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of the Superintendent constitutes personnel information and is not open to inspection or copying.

Records of an employee’s evaluation shall not be released without the written consent of the employee unless authorized or required by law.

Files containing medical information regarding an employee, including employment accommodations pursuant to Americans with Disabilities Act (ADA) and Rehabilitation Act Section 504, will be kept separate from other personnel files and shall not be released without the written consent of the employee unless authorized or required by law.

Adopted 01/26/82  
Revised 05/24/88  
Reviewed 03/08/94  
Reviewed 04/27/99  
Revised 06/27/16

Legal Reference:  
SDCL 1-27-1.5 (15) - Records not open to Inspection

SDCL 1-27-1.5 (7) - Records not open to Inspection  
SDCL 13-42-70 - Evaluation records and documents not open to Inspection or copying  
SDCL 60-4-12 - Presumption of good faith disclosure of employment information to prospective employers)

CONTRACT REFERENCE:  
RCEA Negotiated Agreement

Policy Reference:  
KBA – Public’s Right to Know  
KBAA – Public Records0