

Spearfish School District 40-2
4000 Personnel

Board Policy

Code: 4601

PERSONNEL RECORDS

Personnel records will be kept in the district administrative office for all employees. Records will include information listed on 4601 AR and as required by state statutes. Files of previous employees will be retained per state statute. Every attempt will be made to keep all information in confidence.

Adopted June 16, 1975
Reviewed May 11, 1987
Revised December, 14, 1998
Reviewed December 11, 2006
Revised January 9, 2012