
AURORA PUBLIC SCHOOLS
Adopted April 1977
Recoded September 1998
Revised November 2007
Revised December 2013
Reviewed March 2015

APS Code: GBJ

PERSONNEL RECORDS AND FILES

The chief personnel officer or a designee shall maintain a personnel file for each employee of the District. Such files shall be available for inspection by individual employees, in accordance with procedures established by the chief personnel officer or designee, with the exception of references and recommendations provided to the district in a confidential basis by universities, colleges or persons not connected with the district.

All personnel files are to be considered confidential and property of the District. Personnel records shall not be open for public inspection and shall not be transmitted to any agency, organization or person other than the employee to whom the file pertains without the written consent of that employee, except for the information below or as permitted or required by law.

The following information in personnel records and files shall be available for public inspection:

- a. Applications of past or current employees
- b. Employment agreements
- c. Any amount of paid benefit provided incident to termination of employment
- d. Performance ratings except for evaluations of licensed personnel as noted below
- e. Any compensation including expense allowances and benefits

The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law.

District employees' home addresses and telephone numbers shall not be released for general public or commercial use.

District employees' medical records shall be kept in separate files and shall be kept confidential in accordance to applicable law and Board policy.

Note: See current BOE/AEA Negotiated Agreement

LEGAL REFS: C.R.S. 22-9-109
 C.R.S. 22-32-109.1 (9)
 C.R.S. 22-19-108 (1)(c)
 C.R.S. 24-72-201 et seq.

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