

**SUBJECT: EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION****Personnel Records**

The District will maintain a personnel file for each individual employed by the District. Employees may review or inspect their personnel files in accordance with district procedure or practice.

**Release of Personnel Information**

The District will take all reasonable steps to protect the privacy of district employees, except as permitted or required by law:

- a) In accordance with a subpoena or court order, or other applicable law.
- b) When members of the Board need information from the employee's personnel record to aid them in performing their legal responsibilities in matters such as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal, or to aid in the development and implementation of personnel policies.
- c) When the employee grants permission.

**Release of Information Concerning Former Employees**

The District will not release information concerning the employment records, personnel file, or past performance of a former employee, unless that information is required to be disclosed by law. Only the initial and final dates of employment and the position held will be provided through a written response to a written request. The former employee may authorize the release of any additional information.

Public Officers Law Section 87  
8 NYCRR Part 84

NOTE: Refer also to Policy #5673 -- Employee Personal Identifying Information

Adopted: 8/12/25