

Procedures for Releasing Personnel Records to Hiring School Districts

1. No later than twenty (20) days after receiving a request from a hiring school district under the provisions of Idaho Code 12-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee’s personnel file relating to job performance or job related conduct. Note – The District may provide records in electronic format.
2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.
3. In fulfilling a request from a hiring school district, the District may choose to expunge information from an employee’s personnel file relating to *alleged* verbal or physical abuse or sexual misconduct that has not been substantiated.
4. In fulfilling a request from a hiring school district, the District shall expunge information from an employee’s personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The District shall also redact student names from investigative or other documentation in the employee’s/former employee’s file as well as any medical documentation.
5. No District employee who in good faith discloses information to the hiring school district either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

Legal Reference:



**LEGAL REFERENCE:**

I.C. § 33-1210            Information on past job performance

ADOPTED: 4/9/2012