

## **PERSONNEL RECORDS**

The Superintendent is authorized and directed to develop, implement, maintain a comprehensive, confidential and efficient system of personnel records. The District will not disclose any personally identifiable staff data or information to any persons outside of the District, except as may be required by law, including Health Insurance and Portability and Accountability Act (HIPAA).

**Adopted: August 24, 2004**  
**Reviewed: January 20, 2015**  
**Revised: April 20, 2021**