



Byron Public Schools
Independent School District #531
Byron, Minnesota

457 RELEASE/REVIEW OF EMPLOYEE RECORDS

- A. Release of employee records:
Written records, written evaluations or other documented records will not be released from the school district without verbal or written consent of the employee.
- B. Review of employee records:
1. The employee has the right to review the written records concerning his/her employment with the following stipulations: The employee will be provided with his/her personal file immediately upon request if possible and no later than 24 hours of said request. All requests pertain to the normal 5 day work week.
 2. Each review request will be submitted to the superintendent in writing.
 3. No file may be removed from the office.
 4. The employee will receive a duplicate of any entry into his/her file.

Approved: June 1995
Reviewed: February 2025
Revised: September 2008