

Employment  
Series 400

Policy Title: Employee Records

Code No. 407

**Policy Statement**

Heartland AEA maintains personnel records for the daily administration of the Agency, for implementing Board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the agency, salary records, evaluations, application for employment, references, and other items needed to carry out board policy.

**Scope of Policy**

Heartland AEA maintains personnel records for all employees.

**Accountability Overview**

- Employee personnel files are Heartland AEA records and are considered confidential records and are not generally open to public inspection or accessibility.
- Designated personnel record custodians are the chief administrator, Board secretary, and human resources personnel, in addition to others appointed as needed.-
- An employee may request access to their own personnel file, with the exception of letters of reference. The file will be sent electronically or employees may request to meet with the human resources director and/or designee to review their employment records.
- Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or
- Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

Legal Reference:

Iowa Code chs. 20; 21; 22; 91B.

Date of Adoption:

August 14, 1992

Reviewed: 8/10/93, 3/13/01

Amended: 9/14/93, 1/14/97, 4/04, 12/13,  
11/15, 8/8/17, 5/12/20, 5/10/22