

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 28, 2026

NUMBER: 26-124

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP
4112.6/4212.6/4312.6 All
Personnel - Personnel
Records – Security Check;
First Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records – Security Check and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records – Security Check within the Personnel series.

This update clarifies when and how board members may review employee records and information.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading of the proposed revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records – Security Check as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 4112.6/4212.6/4312.6 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading of the proposed revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records – Security Check as presented and open for public comments.

BP 4112.6/4212.6/4312.6 ALL PERSONNEL - PERSONNEL RECORDS

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as ~~shall seem~~deemed appropriate to the administration.

Note: The Alaska Supreme Court has upheld a broad policy of public access to records and has ruled that employment applications of police chief and city manager may not be exempt from disclosure in view of the public's strong interest in high level public officials. It is likely therefore that Superintendent or designee applications, and possibly other employee applications, are subject to public disclosure.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 1312.1 - Complaints Concerning Personnel)

Note: 4 AAC 19.040 exempts employee evaluations from public disclosure and requires districts to establish procedures as to which supervisory personnel may have access to evaluation documents. AS 14.20.149 provides that information provided to a district under the district's certificated employee evaluation system is not a public record and is not subject to public disclosure. The Alaska Supreme Court in Anchorage Daily News has held that the evaluation of head public librarian is a public document. AASB recommends public requests for evaluations of district administrators be reviewed with district legal counsel on a case-by-case basis.

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those individuals authorized by the Superintendent or designee or Board in accordance with administrative procedures. The School Board members may collectively request to review an employee's file at an executive personnel session of the Board, pursuant to a specific employee action and/or complaint process, and in accordance with the Alaska Open Meetings Act.

Employees shall be notified whenever derogatory information is to be placed in their personnel files. Employees may review and comment on the contents of ~~this~~their personnel file. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

Legal Reference:

ALASKA STATUTES

[44.62.310 Government meetings public](#)

[40.25.120 Inspection and copying of public records](#)

[23.40.070](#) *Declaration of Policy (PERA)*

[14.20.149](#) *Employee Evaluation*

ALASKA ADMINISTRATIVE CODE

[4 AAC 19.040](#) *Use of the evaluation*

U.S. SUPREME COURT

Municipality of Anchorage v. Anchorage Daily News, 794 P.2d 584 (Alaska 1990)

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)

Adopted: June 09, 2004

Revised: August 30, 2023

[Revised:](#)

Northwest Arctic Borough School District