

GENERAL SCHOOL ADMINISTRATIONPERSONNEL RECORDS

The District shall maintain a complete personnel record for every administrator employed by the District on a regular basis. The employees' personnel records shall be maintained in the District's Administrative Office, under the direct supervision of the Superintendent. An employee shall be given access to his or her personnel records according to guidelines developed by the Superintendent.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. 1232(g) 1974;
Illinois Personnel Record Review Act (820 ILCS 40/0.01, *et seq.*); and
Immigration Reform and Control Act of 1986; PL 99-643.

Adopted: June 10, 1999