

PERSONNELGENERAL PERSONNEL - PERSONNEL RECORDS, MAINTENANCE AND ACCESS

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

LEGAL REF.: Illinois School Code, Sec. 24A-7.1 (105 ILCS 5/24A-7.1);
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.*);
Immigration Reform and Control Act of 1986; P.L. 99-643;
23 Ill.Admin.Code ' 1.660.

Adopted: May 11, 1989
Revised: November 12, 1992
Revised: February 25, 1993
Revised: March 12, 1998
Revised: August 11, 2011