

**General School Administration**

**Personnel Records**

The District will maintain a complete personnel record for every administrator employed by the District on a regular basis. Each employee's personnel records will be maintained in the District's Administrative Office, under the direct supervision of the Superintendent. An employee will be given access to his or her personnel records in accordance with 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; P.L. 99-643.

Adopted: 12/13/00