

General Personnel

Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees that contains confidential information or that the District is required to retain by statute or policy. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.: Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.
Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R. §164.502.
Ill. Freedom of Information Act, 5 ILCS 140/1 et seq.
Local Records Act, 50 ILCS 205/1 et seq.
105 ILCS 10/1 et seq.
Personnel Record Review Act, 820 ILCS 40/0101 et seq.

CROSS REF.: 2.140, 2.250, 5.150, 7.340

Adopted: July 9, 2013