

## **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 School 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. 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/.  
                      Local Records Act, 50 ILCS 205/.  
                      105 ILCS 10/.  
                      Personnel Record Review Act, 820 ILCS 40/.
- CROSS REF.:       2:140 (Communications To and From the Board), 2:250 (Access to District  
                          Public Records), 5:150 (Personnel Records), 7:340 (Student Records)
- APPROVED:        October 15, 2012