

## **General Personnel**

### **Personnel Records**

**Please refer to the “Professional Negotiation Agreement Between the Board of Education of School District No. 90 and the O’Fallon Supportive Personnel Association.”**

**For those employees not covered by this agreement:**

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

LEGAL REF.: 820 ILCS 40/1 et seq.  
23 Ill. Admin. Code § 1.660.

CROSS REF.: 2:250 (Access to District’s Public Records), 7:340 (Student Records)

ADOPTED: May 17, 2005