

## **5:130 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: public records, student school records, personnel records, and the minutes of, and material disclosed in, a closed Board meeting. Internal information is any oral or recorded information, regardless of physical form or characteristics, maintained by the District or used by the District or its officials, employees, or agents. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:       20 U.S.C. §1232g.  
                      5 ILCS 140/1 et seq.  
                      50 ILCS 205/1 et seq.  
                      105 ILCS 10/1 et seq.  
                      820 ILCS 40/1 et seq.

CROSS REF.:       2:140 (Communications To and From the Board), 2:250 (Access to Public Records),  
                      5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED:

REVISED:         06.09.2014