

The District shall maintain a complete personnel record for every current employee and former employee as required by law. The employees' personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision. An employee shall be given access to his or her personnel records according to guidelines developed by the Superintendent and in accordance with state and federal law and the Collective Bargaining Agreement. When necessary under state law, the Superintendent shall implement the requirements of the Abused and Neglected Child Reporting Act and *Faith's Law*, consistent with their legal obligations under the Act.

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BOARD OF EDUCATION, School Dist. 101, Western Springs, IL