

1 TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES  
2 SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND  
3 POSITION CLASSIFICATIONS  
4 CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
5

6 PART 304  
7 GENERAL PROVISIONS  
8

- 9 Section
- 10 304.10 Public Records
- 11 304.20 Time and Manner of Inspection
- 12 304.30 Employee ~~Records~~~~Roster Files~~
- 13 304.40 Confidential Records
- 14 304.45 Examination Material
- 15 304.50 Portability of Certain Benefits
- 16 304.55 Prohibited Disclosure (~~Repealed~~)
- 17 304.60 Provisions: Grant-in-Aid Agencies
- 18 304.70 Effective Date of Rules
- 19 304.80 Savings Clause
- 20 304.110 Interpretation and Application of Rules

21  
22 AUTHORITY: Implementing and authorized by the Personnel Code (20 ILCS 415).  
23

24 SOURCE: Filed May 29, 1975; emergency amendment at 3 Ill. Reg. 48, p. 188, effective  
25 January 1, 1980 for a maximum of 150 days; amended at 4 Ill. Reg. 11, p. 67, effective March 1,  
26 1980; amended at 6 Ill. Reg. 10663, effective August 25, 1982; codified at 7 Ill. Reg. 13198;  
27 amended at 8 Ill. Reg. 15364, effective August 8, 1984; amended at 48 Ill. Reg. \_\_\_\_\_,  
28 effective \_\_\_\_\_.  
29

30 **Section 304.30 Employee ~~Records~~~~Roster Files~~**  
31

32 The Director shall establish and maintain personnel ~~records~~~~files~~ for employees subject to the  
33 Personnel Code showing the name, sex, county of residence, date of birth, date of original  
34 appointment to the State service, date of promotions, demotions, transfers, and other  
35 transactions, present position title, status, salary, and the operating agency wherein the employee  
36 is assigned.  
37

38 (Source: Amended at 48 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)  
39

40 **Section 304.40 Confidential Records**  
41

42 The following records of the Department of Central Management Services shall be confidential  
43 and not available for public inspection.

44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86

- a) Personal history of employee. The employee or authorized agent may inspect the employee's personal history and personnel file.
- b) Reports of medical, psychological and psychiatric examinations. An employee may inspect such reports pertaining to him or her.
- c) All parts of examinations. An employee or applicant may inspect his/her answer sheet or equivalent.
- d) The identity, complete questionnaire and other documents related to salary surveys. Results of salary surveys shall be available.
- e) No records of personnel transactions including requisitions and referrals will be made available until such transactions have been completed and no personal history contained on such transactions shall be available for public inspection.

(Source: Amended at 48 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 304.45 Examination Material**

All test and/or examination materials are confidential and are the property of the Department of Central Management Services. No examination candidate shall copy, record or transcribe any examination or answer, nor remove from the examination room, or equivalent, any test booklet, answer sheet or other papers or materials related to the content of such examination, under penalties as set forth in the Personnel Code. No person shall remove any examination materials from the State premises or designee premises, nor shall any Department of Central Management Services employee communicate the content of any examination or answers to questions therein, orally or in writing, to any other person except in the usual course of the employee's duties or by direction of lawful authority, under penalties of the Personnel Code.

(Source: Amended at 48 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 304.55 Prohibited Disclosure (Repealed)**

~~*In any case involving any disclosure of information by an employee which the employee reasonably believes evidences...a violation of any law, rule or regulation; or...mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety if the disclosure is not specifically prohibited by law, the identity of the employee may not be disclosed without the consent of the employee during any investigation of the information and matters related to such information.*~~

(Source: Repealed at 48 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)