

1.0 Access to Personnel Files

- 1.1 The Chancellor is authorized to develop a procedure restricting access to personnel files by officers and employees of the District.
- 1.2 The Board of Trustees or any individual member thereof will be permitted to view the personnel file of the District when meeting in closed session in connection with personnel transactions related to employment status or assignment of the employee for whom the file was compiled, or for related purposes associated with District operations.
 - 1.2.1 A member of the Board of Trustee who wishes to review such files in connection with a Board agenda item shall be given reasonable time to do so. If time available during closed session is not sufficient, the matter may be continued by Board consensus and the trustee permitted to review such material at the District Office in compliance with established procedures (Administrative Regulation ([R-5171](#)), 3.2).

LRCCD

Policy Adopted: 9/2/70
Policy Revised: 12/16/70; 9/3/80; 10/20/82; 12/6/00
Policy Reviewed:
Adm. Regulation [R-5171](#)