

1.0 Confidential File Contents

- 1.1 The application and materials relating to employment and evaluation of an employee's performance shall become part of the employee's permanent confidential record. The contents of an employee's personnel folder shall not be removed from the file of Personnel Services. (Education Code § 87031)
- 1.2 Ratings, reports, or records which were obtained prior to employment with the District, were prepared by identifiable examination committee members, or were obtained in connection with a promotional examination are not subject to the employee's review.
- 1.3 Employees are encouraged to submit transcripts, certificates of completion, workshop, or seminar attendance, verification of professional organization participation, etc., to their personnel files so that achievement and accomplishments may be considered for promotional opportunities.

2.0 Custodian of Records

- 2.1 The custodian of all personnel files maintained at the District's central administrative office shall be the Director, Personnel Services. The custodian of personnel files shall maintain such files in a secure place at all times and shall control access thereto in accordance with the regulations hereby established.

3.0 Examination by Employees

- 3.1 A classified employee may examine his/her own permanent personnel record file by requesting an appointment with the custodian of records. In review of the file, the employee may be accompanied by a friend or a representative of a recognized classified group to which the individual belongs.
- 3.2 The employee will be permitted to review his/her permanent personnel record at the District Office in the presence of the custodian of records or designated representative.
- 3.3 The employee may not remove documents permanently from the personnel folder, but the individual may request to have single copies made for personal use. The employee shall bear the cost of this reproduction.

4.0 Examination by Others

- 4.1 Supervisory personnel may review the contents of an employee's personnel folder on a "need-to-know" basis. The review will be made in the presence of the custodian of records.
- 4.2 The custodian of records may permit access to personnel files to designated staff for the purposes of filing documents and gathering data in the normal course of District operations.

- 4.3 Properly identified individuals having legal investigative authority will consult with the custodian of records regarding the review of confidential employee records. The custodian of records will follow procedures outlined in Section 6.0 of this regulation when allowing confidential employee records to be inspected pursuant to this section and Section 4.4.
- 4.4 Other persons will be allowed to review the employee's confidential records only by written permission of the employee.

5.0 Material of a Derogatory Nature

- 5.1 Information which is disciplinary in nature or may lead to disciplinary action, except as mentioned in Section 1.2 above, shall not be entered or filed into the employee's permanent personnel record unless the employee is notified and given an opportunity to review and comment on the materials.

6.0 Procedure

- 6.1 Any person allowed by the custodian of records to inspect a personnel file pursuant to the provisions of Sections 4.3 and 4.4 of this regulation shall, as a condition precedent to such inspection, fill out and sign a form which states the purpose for which the inspection is to be made, the date of inspection, and containing the signature of the person who makes the inspection. The completed form shall be placed in the personnel file inspected.
- 6.2 With respect to inspection of a personnel file pursuant to the provisions of Sections 4.3 and 4.4 of this regulation, copies of the contents of the files shall not be given to persons making the inspection except by order of the custodian of records.
- 6.3 Persons who have inspected personnel files pursuant to the provisions of Section 4.0 of this regulation shall not divulge information derived therefrom to any person who is not an officer or employee of the District, or to another officer or employee of the District except when necessary in the conduct of District business.

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LRCCD

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