

1.0 Maintenance of Personnel Files

- 1.1 Each employee shall have one (1) personnel file.
- 1.2 The personnel file shall be established to remain at the District Office at all times.
- 1.3 Entries to the file will be made only by the custodian of records.
- 1.4 The employee is responsible for providing the Personnel Services Office with requested documents and keeping them updated.

2.0 Access to Personnel Files

- 2.1 Employees shall have access, upon request, to all non-confidential materials in their own files. (Education Code § 87031)
- 2.2 Personnel files shall be otherwise accessible for official purposes and according to applicable State and Federal laws, and in accordance with procedures outlined in Administrative Regulation ([R-9511](#)).

LRCCD

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Policy Reviewed:
Adm. Regulation [R-9511](#)