



Administrative Regulation
Chapter 7 – Human Resources

AR 7145 PERSONNEL FILES

This regulation pertains only to those employees not covered by an applicable collective bargaining agreement.

1. The official records of all college District personnel are kept in the Office of Human Resources.
2. Every employee shall have the right to inspect his/her personnel folder upon written request to the Dean of Human Resources, with the exception of material and references that were obtained prior to the employment of the person involved.
3. Information of a derogatory nature, except material mentioned in the second paragraph of this section, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such derogatory statement, his/her own comments. Such review shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction.
4. Appointments for employees to inspect their personnel folders must be made with the Office of Human Resources.
5. Only those persons who have responsibility in reaching a decision on the future status of an individual may see the complete contents of any personnel folders.

References:

Education Code Section 87031;
Labor Code Section 1198.5

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(Replaces SMC AR 3131)