

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7005 Personnel Files**

**Reference(s):**

Education Code 87031  
Labor Code Section 1198.5  
Accreditation Standard IIIA,3,b

Rancho Santiago Community College District shall keep personnel files on all current and former employees.

All personnel files are confidential and are available for review only to those persons having legal right or authorization to inspect.

**Revised: October 28, 2013 (Previously BP4110)**