

Access to Records by Unsuccessful Applicants for Academic Positions
(Issued 12/22/97 by the Executive Vice Chancellor)

Policy contained in the [Academic Personnel Manual, Section 160](#) provides the opportunity for employees to request access to their personnel record. Similarly, unsuccessful applicants have a right of access to their files pursuant to the Information Practices Act.

The Information Practices Act (Section 1798.38 of the California Civil Code) states that information compiled for the purpose of determining an individual's qualifications for employment must, upon request, be disclosed to that individual. If the information was received with the promise that the identity of the source would be held in confidence, then the identity of the source must be withheld.

Based on the above, departments should respond to applicants' requests by providing them with copies of the requested records. If the requested records contain information about more than one candidate, the records should be edited so that only information about the candidate making the request is disclosed. In providing such records, care should be taken to protect the identity of participants in the review process.

Departments must review their procedures for soliciting and/or receiving letters of evaluation to ensure that they have a method for notifying reviewers of the campus policy regarding disclosure of applicant files.