

SOLANO COMMUNITY COLLEGE DISTRICT

ACCESS TO, USE AND RELEASE OF DISTRICT-HELD INFORMATION

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POLICY: District employees, in the course of their duties, may have access to information contained in either public or personally identifiable records. Access to these records is authorized only on a “need-to-know” basis. Because of different laws, regulations and procedures that apply to different types of information, each administrator has the responsibility for the storage and release of information under their jurisdiction. All District employees have a responsibility to safeguard such data. Unauthorized access, misuse or dissemination of such data may result in disciplinary action.

**REFERENCES/
AUTHORITY:** California Public Records Act, Government Code §6250-§6268; Federal Freedom of Information Act; and California Constitution, Article 1, §1.

ADOPTED: June 19, 1996

REVISED: February 21, 2007

GF/no