

**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

TITLE: INSPECTION, EXAMINATION AND DUPLICATION OF  
PERSONNEL FILES

NUMBER: PRO 5-19

REFERENCE: Board Rule 5.04

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**I. GENERAL INFORMATION**

- a. A request for inspection, examination and duplication of personal files must be presented in the Human Resources Office. Some, but not all information contained within personnel files is subject to the Public Records Act, Chapter 119 of the Florida Statutes or is releasable by Federal law. The custodian of the LSSC personnel files is the Human Resources director, or designee of the Human Resources Director.
- b. The custodian or custodian's designee (s) (b)-0.7 (y)e