

**WAC 132G-140-100 Professional personnel records—Area file.** For each professional staff member, a file shall be kept in the appropriate area or division office as a repository for information on professional preparation and evaluation as it pertains to any matter related to professional competence in assigned duties and for collection and retention of evidence which may be used in formal disciplinary hearings. This file shall be closed to all personnel except those designated by approved college policy and procedural guidelines.

[Order 1-35:72, § 132G-140-100, filed 11/29/72, effective 1/1/73.]