

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
POLICY MANUAL**

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|---|----------------------------------|
| <b>Title:</b><br><b>ACCESS TO FACULTY AND STAFF MAILBOXES</b>             | <b>Number:</b><br><b>BP 1.31</b> |
| <b>Legal Authority:</b><br><b>California Education Code Section 70902</b> | <b>Page:</b><br><b>1 of 1</b>    |

It is the policy of the San Francisco Community College District that faculty and staff should have access to faculty and staff mailboxes for distribution of written communications, provided no District staff is involved in the physical distribution of such communication and the source of this communication is clearly identified.

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| <b>Approved by District Board of Trustees</b> | <b>Authenticated</b>      |                         |
|   | <b>By Chancellor:</b>     | <b>Date: 02/09/00</b>   |
| <b>Date: 01/24/89</b>                         | <b>Revision Number: 1</b> | <b>Date: 10/25/2012</b> |