

## **Government Code**

**18573**

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18573. Each appointing power shall report promptly to the [State Personnel] board such information as the board may require in connection with each appointment, separation from service, or other change in position or salary, or other matter affecting the status of positions or the performance of duties of employees in the state civil service, and all these reports shall be prepared in the manner and form prescribed by the board.

Information given to the board by any person shall not be open to public inspection except under conditions prescribed by board rule, except that a person may inspect any record relating to his or her own services.

18574. All officers and employees of the State and any county, city, district, or other subdivision of the State recognized by law shall aid in all proper ways in carrying this part and the [State Personnel] board rules into effect, and allow the reasonable use of public buildings and heat and light them for the purpose of making examinations of applicants and holding hearings and investigations under this part. Such persons shall afford to the board or its authorized representatives all reasonable facilities and permit inspection of all books and papers applying or in any way appertaining to all offices subject to the authority of the State, and produce such books or papers and attend and testify when required so to do.