

October 31, 1969

VICE PRESIDENTS:
CHANCELLORS:
DEAN OF UNIVERSITY EXTENSION:

Ownership of Administrative Records

Records of administrative and historical value are occasionally lost to the University because individual employees have considered the records to be their personal property. Therefore the following statement, effective immediately, shall govern the ownership of administrative records:

With respect to all of its officers and employees, including members of the faculty, whose regular or occasional performance of administrative duties puts them in possession of files, records, or documents pertaining to such duties, such files, records, or documents, including but not limited to correspondence, reports, writings, and other papers, records, maps, tapes, photographic films and prints, magnetic and punched cards, discs and drums, are the property of The Regents of the University of California, and, as such, may not be permanently removed from the University nor destroyed except in accordance with disposition schedules established by the University Records Management Committee.

I will appreciate your distributing this statement to all staff members.

Earl C. Bolton

cc: President Hitch
Principal Officers of The Regents
Administrative Officers, Office of the President
Chairman, University Records Management Committee