




Office of the President

Memorandum

Date: February 17, 2015

cc: Cabinet
Jonna J. Lewis
(all w/ attachments)

To: Dr. Rebecca Gutierrez Keeton
Vice President for Student Affairs

From: 
Dr. Soraya M. Coley
President

Subject: Delegation of Authority – EXECUTIVE ORDER NO. 796
Privacy and Personal Information Management Student Records Administration

Pursuant to Executive Order No. 796, I am delegating to the Vice President for Student Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR



BAKERSFIELD

November 12, 2001

CHANNEL ISLANDS

CHICO

MEMORANDUM

DOMINGUEZ HILLS

FRESNO

TO: CSU Presidents

FULLERTON

FROM: Charles B. Reed
Chancellor

A handwritten signature in black ink that reads "Charles B. Reed". The signature is written in a cursive style and is positioned to the right of the typed name and title.

HAYWARD

SUBJECT: Privacy and Personal Information Management Student
Records Administration — Executive Order No. 796

HUMBOLDT

LONG BEACH

Attached is a copy of Executive Order No. 796 privacy and personal
information management student records administration.

LOS ANGELES

MARITIME ACADEMY

In accordance with policy of The California State University, the campus
president has the responsibility for implementing executive orders where
applicable and for maintaining the campus repository and index for all
executive orders.

MONTEREY BAY

NORTHRIDGE

POMONA

CBR/ncs

SACRAMENTO

Attachment

SAN BERNARDINO

cc: Vice Presidents for Academic Affairs
Vice Presidents for Administration
Vice Presidents for Student Affairs

SAN DIEGO

SAN FRANCISCO

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

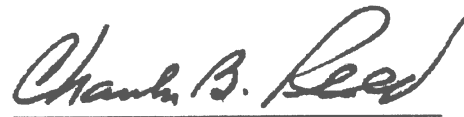
STANISLAUS

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802
(562) 951-4700

Executive Order: 796
Title: Privacy and Personal Information Management
Student Records Administration
Effective Date: January 1, 2002
Supersedes: Executive Order No. 382

The Board of Trustees recognizes that the right of privacy is an inalienable right protected by Article 1, Section 1 of the California Constitution. Under the authority delegated to the Chancellor in Title 5, *California Code of Regulations*, Section 42396.5, this executive order is issued to implement Trustees policy for the administration of student records consistent with the federal Family Educational Rights and Privacy Act of 1974 (FERPA; 20 U.S.C. 1232g) and the regulations adopted thereunder (34 C.F.R. 99).

Each campus shall adopt a written policy statement establishing procedures by which the campus intends to comply with FERPA and this executive order. These procedures shall include a requirement to periodically review campus information management practices concerning student records at least every two years or more often as the need arises. The results of these reviews shall be forwarded to the chancellor by the president and shall include any changes deemed necessary.



Charles B. Reed, Chancellor

Date: November 12, 2001