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## Guide to the University of California, Irvine, Delegations of Authority Records

Processed by Cyndi Shein; machine-readable finding aid created by Cyndi Shein

Special Collections and Archives

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**Descriptive Summary**

**Title:** University of California, Irvine, delegations of authority records

**Date:** 1959-2007,

**Date (bulk):** bulk 1966-1997

**Collection Number:** AS-066

**Creator:** University of California, Irvine. Administrative Policies Office.

**Extent:** 0.8 linear feet (2 boxes)

**Languages:** The collection is in English.

**Repository:** University of California, Irvine. Library. Special Collections and Archives.

Irvine, California 92623-9557

**Abstract:** The collection comprises superseded University of California, Irvine Delegations of Authority Letters (IDA) and UC Presidential Delegations of Authority Letters (DA) and supporting documentation relevant to the UC Irvine campus. IDAs and DAs are used to convey authority to specific university officers to make certain types of decisions.

**Access**

Collection is open for research.

**Publication Rights**

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**Preferred Citation**

University of California, Irvine, Delegations of Authority Records. AS-066. Special Collections and Archives, The UC Irvine Libraries, Irvine, California.

**Acquisition Information**

Materials were transferred from the UCI Mail and Records Department from 1985 through May 1999. Since August 1999, the UCI Distribution Services Department has transferred material whenever Delegation of Authority Letters are superseded.

**Accruals**

Periodic accruals are expected.

**Processing History**

Processed by Cyndi Shein, 2007.

**Historical Background**

Under Article IX, Section 9 of the California Constitution, the University of California (UC) Board of Regents has "full powers of organization and governance" over the University of California, subject only to very specific areas of legislative control. As set forth in UC Regents Standing Order 100.4, the regents may confer policy-making duties upon the UC president. The president in turn may redelegate certain decision-making responsibilities to chancellors and other UC officers through formal Presidential Delegations of Authority Letters (DA). The chancellors may or may not be allowed to redelegate certain authorities to campus administrators. In some cases, a chancellor may redelegate his or her own authority in the form of a campus Delegation of Authority Letter. Authority remains with the office, not with the individual. Delegations of authority made by the chancellor at the UC Irvine campus are known as Irvine Delegations of Authority Letters (IDA). The Administrative Policies Office at UC Irvine maintains active IDAs. Both Presidential and Irvine Delegations of Authority Letters specify the title of the position to which the authority has been delegated, the extent of the authority, and whether or not the authority can be redelegated. An IDA often includes a reference to the DA and any specific terms or restrictions.

University of California. "Standing Orders." Regents of the University of California: 2007.

<http://www.universityofcalifornia.edu/regents/bylaws/standing.html>. (accessed July 04, 2007).

University of California, Berkeley. University of California History Digital Archives. "Regents of California, Historical Overview." Regents of the University of California: 1999-2005. [http://sunsite.berkeley.edu/~ucalhist/general\\_history/overview/regents/index.html](http://sunsite.berkeley.edu/~ucalhist/general_history/overview/regents/index.html). (accessed June 12, 2007).

University of California, Irvine Administrative Policies Office. "About UC Policies." University of California, Irvine.

<http://www.policies.uci.edu/resources/aboutpolicies.html>. (accessed June 13, 2007).

University of California, Irvine Administrative Policies Office. "Irvine Delegations of Authority Letters (IDA)." University of California, Irvine.

<http://www.policies.uci.edu/doa/subjectindex.html>. (accessed June 04, 2007).

**Collection Scope and Content Summary**

The collection comprises superseded University of California, Irvine Delegations of Authority Letters (IDA) and UC Presidential Delegations of Authority Letters (DA) and supporting documentation relevant to the UC Irvine campus. IDAs and DAs are used to convey authority to

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specific university officers to make certain types of decisions.

Electronic versions of active Delegations of Authority Letters are found at the University of California, Irvine Policies and Procedures website at <http://www.policies.uci.edu/dao/subjectindex.html>.

### Collection Arrangement

This collection is arranged in 2 series:

Series 1. Early records, 1959-1984. 0.4 linear feet

Series 2. Later records, 1983-2007. 0.4 linear feet

### Indexing Terms

The following terms have been used to index the description of this collection in the library's online public access catalog.

### Subjects

University of California, Irvine -- Archives.

University of California, Irvine -- Administration.

University of California, Irvine -- Rules and practices.

### Genres and Formats of Materials

Letters -- 20th century.

Letters -- 21st century.

### Titles

*Delegations of Authority*

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#### Series 1. **Early records 1959-1984, bulk dates 1966-1984**

**Physical Description:** 0.4 linear feet

#### **Series Scope and Content Summary**

Contains early Presidential and Irvine Delegations of Authority Letters assembled and arranged by the originating office. Each group of letters is preceded by a list of letters related to that group, but not all letters referenced are present.

#### **Arrangement**

Folders are arranged alphabetically by title. Items within folders are arranged in reverse chronological order.

#### **Processing Note**

The creator organized the materials in a three-ring binder. During processing, the material was disbound, but the original headings and order were maintained.

Box : Folder 1 : 1  
Box : Folder 1 : 2  
Box : Folder 1 : 3  
Box : Folder 1 : 4  
Box : Folder 1 : 5  
Box : Folder 1 : 6  
Box : Folder 1 : 7  
Box : Folder 1 : 8  
Box : Folder 1 : 9  
Box : Folder 1 : 10  
Box : Folder 1 : 11  
Box : Folder 1 : 12  
Box : Folder 1 : 13  
Box : Folder 1 : 14  
Box : Folder 1 : 15  
Box : Folder 1 : 16  
Box : Folder 1 : 17  
Box : Folder 1 : 18

**Academic personnel 1979-1983**  
**Automobiles 1974-1984**  
**Budget 1966-1984**  
**Business affairs 1961-1984**  
**Campus planning and development 1981-1984**  
**Contracts and grants 1970-1983**  
**Facilities use 1974-1981 undated**  
**General 1966-1981**  
**Gifts and endowments 1969-1983**  
**Professional memberships 1972-1982**  
**Purchasing 1966-1984**  
**Staff 1962-1984**  
**Student affairs 1968-1984**  
**Student and faculty aid 1962-1981**  
**Travel and removal expenses 1959-1984**  
**University Extension 1962-1972**  
**Use of university name 1980-1983**  
**Use of university seal 1966-1983**

**Series 2. Later records 1983-2007, bulk dates 1985-1997**

**Physical Description:** 0.4 linear feet

**Series Scope and Content Summary**

Contains superseded IDA and DA Letters transferred subsequently to Series 1.

**Arrangement**

Folders are arranged alphabetically by title according to the topical scheme outlined on the University of California, Irvine Policies and Procedures website at <http://www.policies.uci.edu/dao/subjectindex.html>.

Items within folders are arranged in reverse chronological order.

Box : Folder 2 : 1  
Box : Folder 2 : 2  
Box : Folder 2 : 3  
Box : Folder 2 : 4  
Box : Folder 2 : 5

Box : Folder 2 : 6  
Box : Folder 2 : 7  
Box : Folder 2 : 8  
Box : Folder 2 : 9  
Box : Folder 2 : 10

Box : Folder 2 : 11  
Box : Folder 2 : 12  
Box : Folder 2 : 13  
Box : Folder 2 : 14  
Box : Folder 2 : 15

**Indexes 1997 2007**

**Accounts receivable/payable 1986-2006**

**Agreements, leases, and licenses 1983-2002**

**Budget 1985-1986**

**Development 1995 1997**

**Facilities and properties**

**Operations and use 1986-1999**

**Planning and development 1985-1995**

**Fees and charges 1986-1995**

**General 1985-2000**

**Materiel management 1984-2002**

**Personnel**

**Academic 1985-1999**

**Staff 1985-1997 2004**

**Research 1987-1996 2005**

**Student Issues 1985-1987 1998**

**Travel and Entertainment 1985-2004**