
Descriptive Summary

Title: University of California, Irvine policies and procedures

Date: 1967-2008

Collection Number: PS-008

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

Extent: 5 linear feet (5 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Abstract: The collection comprises revised and superseded documents from UCI's online "Administrative Policies and Procedures" and its predecessor, the *Irvine Campus Policy and Procedures Manual*. The policies and procedures concern campus administration, academics, research, facilities, and students.

Access

The collection is open for research.

Publication Rights

Property rights and copyright reside with the University of California. For permissions to reproduce or to publish, please contact the University Archivist.

Preferred Citation

University of California, Irvine Policies and Procedures. PS-008. Special Collections and Archives, The UC Irvine Libraries, Irvine, California.

Acquisition Information

Transferred periodically from University of California, Irvine, Administrative Policies Office.

Accruals

Accruals are expected.

Processing History

Processed by Carrie Lee in 2001, and Ernesto Bassi and Cyndi Shein in 2008.

Historical Background

The University of California has comprehensive, systemwide policies and guidelines that address the conduct of all UC employees. Campus policies are also developed to address specific local needs. At UCI the Administrative Policies Office maintains the official record of campus administrative policy revisions and approvals.

In 1972 the *Irvine Campus Policy and Procedures Manual* was published to define and communicate policies and procedures specific to UCI. The Administrative Policies Office maintained the manual in a loose-leaf binder into which revised documents were inserted. Superseded documents were removed and transferred to the University Archives. In 1999 the manual was digitized and made available from the "Official University Policies & Procedures" web site. The web site reflects only the most recent version of a policy or procedure. As revisions are made, previous versions are printed and transferred to the University Archives.

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

<http://www.policies.uci.edu/resources/aboutpolicies.html#policy> (accessed March 4, 2008).

University of California, Irvine Administrative Policies Office. "Administrative Policies and Procedures." University of California, Irvine.

<http://www.policies.uci.edu/adm/tableofcontents.html> (accessed March 4, 2008).

Collection Scope and Content Summary

The collection comprises revised and superseded documents from UCI's online "Administrative Policies and Procedures" and its predecessor, the *Irvine Campus Policy and Procedures Manual*. The policies and procedures concern campus administration, academics, research, facilities, and students.

Collection Arrangement

This collection is arranged in two series.

- Series 1. *Irvine Campus Policy and Procedures Manual* revisions, 1967-1998. 4 linear feet
- Series 2. "Administrative Policies and Procedures" revisions, 1997-2008. 1 linear foot

Separation Note

Materials from section 100, UCI Organizational Charts, have been removed to form a separate collection, AS-060. A guide to this collection is available through the Online Archive of California at <http://www.oac.cdlib.org/findaid/ark:/13030/kt4779q8vm>.

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 -- Administration -- Handbooks, manuals, etc.

University of California, Irvine -- Employees -- Handbooks, manuals, etc.

Series 1. *Irvine Campus Policy and Procedures Manual* revisions 1967-1998

Physical Description: 4 linear feet

Series Scope and Content Summary

This series comprises revised and superseded documents from the *Irvine Campus Policy and Procedures Manual*. In addition to listing the policies and procedures themselves, this series includes examples (sometimes referred to as "exhibits") that illustrate the application of the policies and procedures. The dates in the contents list refer to the dates on which the documents were last revised, not the dates on which the documents were superseded.

Arrangement

This collection is arranged according to the numerical system of the *Irvine Campus Policy and Procedures Manual*. The system organizes sections by the department responsible for the policies' development and maintenance.

Processing note

The dates in the contents list refer to the dates on which the documents were last revised, not the dates on which the documents were superseded.

- Box : Folder 1 : 1-3 **Transmittal memos 1967-1993**
- Box : Folder 1 : 4 **Date logs 1992, 1994**
- Box : Folder 1 : 5-6 **Emergency Procedures 1970-1991**
- Box : Folder 1 : 7 **Introduction 1967-1992**
- Box : Folder 1 : 8 **How to Use this Manual 1974-1987**
- Box : Folder 1 : 9 **Academic and Administrative Calendar 1974-1995**
- Preface**
- Box : Folder 1 : **Subject Index (Index A) 1967-1997**
10-11
- Box : Folder 1 : 12 **Numerical Index (Index B) 1967-1991**
- Organization and Administration**
- Box : Folder 1 : 13 **101 Index of Official Publications 1979-1991**
- Box : Folder 1 : **102 Delegation of Authority Index 1973-1993**
14-17
- Box : Folder 1 : 18 **103 Policy and Procedures 1973-1990**
- Delegation of Authority**
- Box : Folder 1 : 19 **105 Delegation of Authority 1971-1973**
- Administrative Services**
- Box : Folder 1 : 20 **110 Budget 1966-1969**
- Box : Folder 1 : 21 **115 Contracts and Grants 1967-1971**
- Box : Folder 1 : 22 **125 Gifts and Endowments 1967**
- Box : Folder 1 : 23 **140 Entertainment 1967-1972**
- Box : Folder 1 : 24 **150 Insurance 1969-1971**
- Box : Folder 1 : 25 **175 Publications 1967-1968**
- Box : Folder 1 : 26 **190 Transportation and Travel 1967-1972**
- Box : Folder 1 : 27 **199 Miscellaneous 1967-1971**
- Management Procedures**
- Box : Folder 1 : 28 **201 Budget: Terms and Definitions 1975**
- Box : Folder 1 : 29 **203 Policies and Procedures 1973**
- Box : Folder 1 : 30 **204 Records Management 1973-1975**
- Academic Affairs**
- Box : Folder 1 : 31 **210 Academic Personnel 1967-1972**
- Box : Folder 1 : 32 **250 Academic Senate 1970-1972**
- Clerical Procedures**
- Box : Folder 2 : 1 **310 Correspondence 1967**
- Administrative Service**
- Box : Folder 2 : 2 **315 Budget 1972**
- Management**
- Box : Folder 2 : 3 **325 Irvine Campus Policies and Procedures 1971**

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Box : Folder 2 : 5	400 Academic Personnel 1985-1997
Box : Folder 2 : 6	401 Academic Senate 1974-1995
Box : Folder 2 : 7	402 Endowed Chairs 1986-1995
	Research, Training, and Public Service
Box : Folder 2 : 8	410 Extramural Research and Training 1972
Box : Folder 2 : 9	460 Protection of Human Subjects 1971-1973
Box : Folder 2 : 10	480 Contract and Grant Administration 1974-1987
	Research Administration
Box : Folder 2 : 11	481 Research Organization and Programs 1984-1991
Box : Folder 2 : 12	483 Copyrights 1981-1991
Box : Folder 2 : 13	484 Patents 1983-1987
Box : Folder 2 : 14	485 Human Subjects 1975-1990
Box : Folder 2 : 15	486 Drug Abuse Program 1976-1988
Box : Folder 2 : 16	487 Biosafety 1980-1988
Box : Folder 2 : 17	488 Animals in Research and Teaching 1985-1989
Box : Folder 2 : 18	489 Integrity in Research 1991
	Student Affairs and Services
Box : Folder 2 : 19	500 Campus Food Service 1974-1999
Box : Folder 2 : 20	501 Housing Services 1974-1997
Box : Folder 2 : 21	502 Preadmission Medical and Physical Exam 1986-1997
	General Services
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Box : Folder 2 : 23	507 Administrative Services 1972
Box : Folder 2 : 24	510 Cashier 1967-1971
Box : Folder 2 : 25	515 Central Records and Services 1967-1969
Box : Folder 2 : 26	516 Central Reproduction 1967-1968
Box : Folder 2 : 27	520 Communications 1967-1969
Box : Folder 2 : 28	530 Environmental Health and Safety 1968-1972
Box : Folder 2 : 29	535 Food Services 1967-1969
Box : Folder 2 : 30	545 Garage 1967-1972
Box : Folder 2 : 31	547 Housing 1967-1969
Box : Folder 2 : 32	549 Inventory 1967-1971
Box : Folder 2 : 33	555 Library 1967-1970
Box : Folder 2 : 34	560 Mail and Messenger 1967-1972
Box : Folder 2 : 35	570 Parking 1967-1969
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Box : Folder 2 : 39	590 Purchasing 1967-1970
Box : Folder 2 : 40	593 Receiving 1967
Box : Folder 2 : 41	595 Storehouse 1967-1972
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Box : Folder 2 : 42	600 Libraries 1974-1995
	University Extension
Box : Folder 2 : 43	650 Continuing Education Programs 1973-1986
	University Advancement
Box : Folder 2 : 44	680 University Advancement 1977-1989
	Business and Financial Affairs
Box : Folder 2 : 45-46	700 General 1972-1996
Box : Folder 2 : 47-51	701 Accounting 1975-1992
	Payroll/Personnel System
Box : Folder 3 : 1-7	702 Payroll 1971-1986
Box : Folder 3 : 8	703 Financial Planning (Budget) 1977-1998
Box : Folder 3 : 9	704 Cashier 1974-1991

Box : Folder 3 : 10 **705 Correspondence and Clerical 1974-1991**
Box : Folder 3 : **706 Materiel Management: Equipment 1971-1997**
11-12
Box : Folder 3 : **707 Materiel Management: Purchasing 1974-1999**
13-14
Box : Folder 3 : 15 **708 Materiel Management: Receiving and Shipping 1974-1992**
Box : Folder 3 : 16 **709 Materiel Management: Storehouse 1974-1992**
Box : Folder 3 : 17 **710 Audit 1967-1992**
Box : Folder 3 : 18 **711 Insurance 1974-1992**
Box : Folder 3 : 19 **712 Independent Agreements and Payments 1972-1997**
Box : Folder 3 : 20 **713 Fees and Service Charges 1975-1995**
Box : Folder 3 : 21 **714 Information Systems and Computers 1977-1996**
Box : Folder 3 : 22-4 **715 Travel, Transportation, Entertainment 1974-1998**
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General Administration Procedures

Box : Folder 4 : 2 **716 University Relations 1974-1985**
Box : Folder 4 : 3 **717 Entertainment 1974-1986**
Box : Folder 4 : 4 **718 Foreign Students and Scholars 1973-1998**
Box : Folder 4 : 5 **719 Memberships 1973-1983**
Box : Folder 4 : 6-7 **720 Information Access and Disclosure 1967-1998**
Box : Folder 4 : 8-12 **721 Records Management 1976-1998**
Box : Folder 4 : 13 **722 Information Systems and Computers 1977-1985**
Box : Folder 4 : 14 **723 Use of University Facilities 1970-1986**

Communications

Box : Folder 4 : 15 **800 Telecommunications System 1986-1995**
Box : Folder 4 : 16 **801 Distribution Services (Mail) 1991-1996**
Box : Folder 4 : 17 **802 Media Services 1986-1998**
Box : Folder 4 : 18 **803 Printing and Reprographics 1985-1989**
Box : Folder 4 : 19 **804 Public Information 1986-1997**

Physical Environment and Properties

Box : Folder 4 : 20 **900 Use of University Properties 1975-1997**
Box : Folder 4 : 21 **901 Planning and Construction 1976-1998**
Box : Folder 4 : 22 **902 Maintenance and Operation 1973-1997**
Box : Folder 4 : 23 **903 Environmental Health and Safety 1975-1996**
Box : Folder 4 : 24 **904 Parking and Transportation Services 1973-1998**
Box : Folder 4 : 25 **905 Police 1973-1998**

Campus Services

Box : Folder 4 : 26 **906 Printing and Reprographics 1974-1986**
Box : Folder 4 : 27 **907 Publications 1974-1979**
Box : Folder 4 : 28 **908 Conferences and Institutes 1974**
Box : Folder 4 : 29 **909 Public Information 1975-1985**
Box : Folder 4 : 30 **910 Media Services 1973-1986**
Box : Folder 4 : 31 **Index 1967-1972**

Series 2. "Administrative Policies and Procedures" revisions 1997-2008

Physical Description: 1 linear foot

Series Scope and Content Summary

This series comprises revised and superseded documents from UCI's online "Administrative Policies and Procedures."

Arrangement

This collection is arranged according to the numerical system defined on the "Administrative Policies and Procedures" web site. The system organizes sections by the department responsible for the policies' development and maintenance. Some numerical headings defined in the original *Irvine Campus Policy and Procedures Manual* have been reclassified.

Processing note

Folders are not dated because items are continuously added.

Organization and Administration

- Box : 5 **103-11 Guidelines for Writing and Publishing Administrative Policies and Procedures**
- Box : 5 **103-12 Delegation of Authority and Signature Authorization**
- Box : 5 **105-10 Guidelines for Regents' Agenda Items**

Human Resources

- Box : 5 **300-01 Human Resources Department**
- Box : 5 **300-10 Background Check Procedures**
- Box : 5 **300-12 Guidelines for Campus Temporary Employment Services (CTES)**
- Box : 5 **300-13 Guidelines for Volunteers**
- Box : 5 **300-15 Work-Related Accidents and Injuries Procedures**

Academic Affairs

- Box : 5 **400 Academic Personnel Office**
- Box : 5 **402-10 Endowed Chairs: Procedures**

Research Administration

- Box : 5 **480-10 Research and Graduate Studies**

Student Affairs

- Box : 5 **500 UCI Food Service Policy**
- Box : 5 **501 UCI Housing Services Guidelines**
- Box : 5 **502 Preadmission Medical and Physical Examination Guidelines for New and Returning Students**

Libraries

- Box : 5 **600-10 UCI Libraries Administrative Policies**
- Box : 5 **600-11 Procedures for Processing Acceptance of a Gift/Private Grant**

University Advancement

- Box : 5 **680-10 Policy on Gifts and Endowments**
- Box : 5 **680-11 Procedures for Processing Acceptance of a Gift/Private Grant**
- Box : 5 **680-12 Policy on Memorial and Honorary Funds**

Business and Financial Affairs

General Administration

- Box : 5 **700-03 Guidelines for Relations of University Employees with State and Federal Officials**
- Box : 5 **700-04 Notaries Public**
- Box : 5 **700-06 Guidelines for Reporting Improper Activities and for Filing Complaints of Retaliation for Reporting Improper Activities**

Scope and Content Note

Includes 700-15 "Guidelines on Protection Against Retaliation for reporting Improper Activities Under 'Whistleblower' Policy" and "Policy on Protection Against Retaliation for reporting Improper Activities Under 'Whistleblower' Policy."

- Box : 5 **700-07 Policy on Memberships**
- Box : 5 **700-11 Guidelines on Subpoena, Subpoena Duces Tecum, and Deposition Subpoena**

Box : 5	700-14 Drivers and Drivers' Public Driving Records, Department of Motor Vehicles Pull Notice System policy
Box : 5	700-16 Policy on Conflicts of Interest Created By Consensual Relationships (Sexual Harassment Policy)
Box : 5	700-17 Guidelines for Sexual Harassment Complaint Resolution
	Accounting
Box : 5	701 Accounting Office
Box : 5	701-01 Guide to Reading General Ledger Account Codes
Box : 5	701-03 Payments to Human Subjects: Procedures
Box : 5	701-04 Guidelines for Fiscal Closing of University Accounts
Box : 5	701-08 Procedures for Control of Expenditure and Income Funds
Box : 5	701-11 Procedure for Establishing or Changing Accounts and Funds
Box : 5	701-13 Signature Authorization Procedures
Box : 5	701-14 Procedure for Accounts Receivable: University Invoice
Box : 5	701-15 Documentation of Financial Transactions - Procedures
	Budget (Financial Planning)
Box : 5	703-10 Budget Office Terms and Definitions
Box : 5	703-11 Amendments to the Operating Budget Policy and Implementation Guidelines
Box : 5	703-13 Recharge Accounts and Rate Review Procedures
Box : 5	703-14 Sales and Services Income Guidelines
	Financial Services
Box : 5	704-10 Campus Cashiering Procedures
Box : 5	704-13 Check Endorsement Procedures
	Correspondence
Box : 5	705-10 Correspondence Guidelines
Box : 5	705-12 Guidelines on Correspondence with State and Federal Officials
Box : 5	705-16 Guidelines on Stationery, Business Cards, and Collateral
	Materiel Management: Property Inventory Control
Box : 5	706-10 Property Inventory Control System Policy
Box : 5	706-14 Property Requiring Special Handling: Procedure
Box : 5	706-19 Physical Inventory of Equipment: Procedure
Box : 5	706-20 Disposal or Transfer of University Equipment: Procedure
	Materiel Management: Purchasing
Box : 5	707-10 Purchasing Procedures
Box : 5	707-11 Purchase Requisitions / Purchase Order Changes: Guidelines
Box : 5	707-13 Guidelines for Securing Services of Temporary Employees through CTES
Box : 5	707-14 Guidelines on Conditions of Use of Tax-Free Alcohol
Box : 5	707-15 Guidelines on Acquisition and Use of Controlled Substances (Narcotic and Non-Narcotic)
Box : 5	707-16 Procedures for Departmental Purchase of Library Materials
	Materiel Management: Storehouse
Box : 5	709 Storehouse Guidelines
	Audit
Box : 5	710-10 Internal Audit Policy
Box : 5	710-11 External Audit Policy
	Materiel Management: Insurance and Risk Management
Box : 5	711 Guidelines on University Property, General Liability
	Materiel Management: Independent Agreements and Payments
Box : 5	712-10 Guidelines for Securing the Services of Independent Consultants
	Fees and Service Charges
Box : 5	713-10 Policy on Student Fees and Service Charges
Box : 5	713-11 Policy on Fees for Non-University Users of Campus Properties and Services
	Computing and Information Systems
Box : 5	714-11 Guidelines for OAC Computer Usage
Box : 5	714-12 Office of Academic Computing Policy on Ownership and Rights of Access to Software and Data
Box : 5	714-14 Copying Computer Programs
Box : 5	714-15 Policy on Access to University Administrative Information Systems
Box : 5	714-16 Procedures for Accessing University Administrative Information Systems
Box : 5	714-17 Using University Administrative Information Systems
Box : 5	714-18 Computer and Network Use Policy

	Travel, Transportation, and Entertainment
Box : 5	715-02 General Travel Guidelines
Box : 5	715-03 Travel Definitions, Terms, and Conditions
Box : 5	715-04 Travel Authorization and Approval: Policy
Box : 5	715-11 Non-University Personnel: Guidelines
Box : 5	715-12 Appointees to "Visiting" Academic Titles: Guidelines
Box : 5	715-13 Travel to Conventions, Conferences or Business Meetings
Box : 5	715-14 Protection of Travelers
Box : 5	715-16 Moving and Removal Guidelines
Box : 5	715-18 Entertainment Guidelines
	International Scholars
Box : 5	718 Foreign Students and Foreign Scholars: Visa Guidelines
	Information Access and Disclosure
Box : 5	720-10 Information from Public Records (California Public Records Act) Guidelines
Box : 5	720-11 Privacy of and Access to Information (Excluding Student Records) Guidelines
Box : 5	720-12 Student and Student Applicant Records Guidelines
	Records Management
Box : 5	721-10 Records Management Guidelines
Box : 5	721-12 Archives
Box : 5	721-14 Forms Management Guidelines
	Communications
	Electronic Communications
Box : 5	800-10 Telecommunications System Guidelines
Box : 5	800-11 Campus Radio Systems Guidelines
Box : 5	800-15 UCI Guidelines for the UC Electronic Communications Policy
Box : 5	800-16 World Wide Web Policy
Box : 5	800-20 ZotMail Guidelines
	Distribution Services
Box : 5	801 Policy on Mail Services, Shipping and Receiving
Box : 5	801-10 Outgoing Mail Preparation
Box : 5	801-12 Shipping and Receiving Services Guidelines
Box : 5	801-13 Mail Pick-Up and Delivery Service Guidelines
Box : 5	801-14 Metered Mail and Express Services guidelines
	Instructional Resources Center
Box : 5	802-10 Instructional Resources Center Guidelines
	Communications and Public Information
Box : 5	804 Communications Office
	Physical Environment and Properties
	Buildings and Grounds: General Use
Box : 5	900-10 Policy on Use and Scheduling of UCI Properties
Box : 5	900-12 Policy on Posting and Distribution of Literature and Materials
Box : 5	900-13 Policy on Consumption of Alcoholic Beverages
Box : 5	900-14 Access Regulations for Employee Organizations
Box : 5	900-16 Policy on Temporary Access to University Properties by Off-Campus Vendors and Commercial Entities
Box : 5	900-17 Guidelines on Display of Flags
	Buildings and Grounds: Planning and Construction
Box : 5	901-10 Capital Planning
Box : 5	901-11 Procedure for Naming University Properties, Programs, and Facilities
Box : 5	901-13 Design and Construction Services
	Buildings and Grounds: Maintenance and Operation
Box : 5	902-13 Guidelines for Electronic Security Systems
	Environmental Health and Safety (EH&S)
Box : 5	903-10 Environmental Health and Safety Policy
Box : 5	903-11 Environmental Health and Safety Guidelines
Box : 5	903-12 Campus Air Pollution Episode, Emergency Alert "Curtaiment Plan, Orange County Zone 20" Guidelines
Box : 5	903-13 Seismic Hazard reduction Policy

- Box : 5 **903-14 Smoking Policy**
- Box : 5 **903-15 Guidelines for Temporary Food Service Permits**
- Box : 5 **903-16 Policy on Animals on Campus**
- Box : 5 **903-17 Guidelines for Reporting Animal-Related Issues**

Scope and Content Note

Also includes "Guidelines for Uniforms, Protective Clothing, Safety Equipment, and Police Protective Equipment."

- Box : 5 **903-20 Guidelines for Motorized Cars**
- Box : 5 **903-21 Hazard Communication Program**
- Box : 5 **903-22 Asbestos and Lead-Based Paint Notification Guidelines**
- Box : 5 **903-23 Fireworks Policy**
- Box : 5 **903-24 Workers' Compensation: Work Transition Program Guidelines**
- Box : 5 **903-25 Occupational Exposure to Hazardous Chemicals in Laboratories (Lab Standard)**
- Box : 5 **903-27 Health Surveillance Program Guidelines**
- Box : 5 **903-28 Forklift Safety Program Guidelines**
- Box : 5 **903-31 Guidelines for the Public Access Automatic External Defibrillation Program**

Parking and Transportation Services

- Box : 5 **904 Parking Policy**
- Box : 5 **904-10 Parking Definitions, Laws and Enforcement**
- Box : 5 **904-11 Parking Permits and Fees**
- Box : 5 **904-12 Alternative Transportation and Ridesharing**
- Box : 5 **904-13 Vehicles Other Than Automobiles**
- Box : 5 **904-14 Motorist Assistance Service**
- Box : 5 **904-16 Commuter Services: Vanpool Program**

Police

- Box : 5 **905-15 Skate and Skateboard Regulations**