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November 12, 2001

MEMORANDUM

TO: CSU Presidents
FROM: Charles B. Reed
Chancellor
SUBJECT: Privacy and Personal Information Management Student
Records Administration — Executive Order No. 796

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

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.

CBR/ncs

Attachment

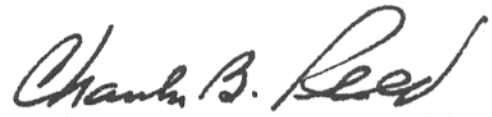
cc: Vice Presidents for Academic Affairs
Vice Presidents for Administration
Vice Presidents for Student Affairs

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