

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

August 24, 1971

To: State College Presidents
From: Glenn S. Dumke *Glenn S. Dumke*
Chancellor
Subject: Microfilming of Records
Executive Order No. 133

I am transmitting to you a copy of Executive Order No. 133 which gives each state college president the authority to authorize microfilming and other reproduction of the public records on each campus pursuant to Government Code Section 14756.

Please contact Mrs. Greta Myers (938-2981, Ext. 375, ATSS No. 627-2375) for any questions you might have.

GSD:vm

Copies to: State College Business Managers
Associate Deans, Admissions and Records
Chancellor's Office Staff

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Microfilming of Records
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Government Code Section 14756 provides that public records of a State agency may be microfilmed or otherwise reproduced or certified on the written authorization of the head of the agency. Effective immediately, I am delegating to each president this authority for records on his respective campus.

It is expected that each president will establish a schedule for reproduction and administer this aspect of paperwork management.

Dated: August 24, 1971


Glenn S. Dumke, Chancellor

No. 133 - Microfilming of Records