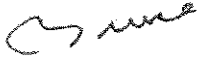


Memorandum

To: Sandra George
Richard P. West
Gary Reichard
Jackie R. McClain
Christine Helwick
Larry Mandel

Date: May 10, 2006

From: Bruce J. Gibson 
Senior Director
Human Resource Services

Phone: (562) 951-4070

Subject: Annual Revalidation of Chancellor's Office Confidential Information Access List

Pursuant to memoranda issued by Chancellor Reed and EVC/CFO West, a list of employees at the Chancellor's Office who require access to confidential information (in electronic or hardcopy form) must be maintained and revalidated annually. This memo is to request your assistance in the annual revalidation process.

Enclosed is the current list of all CO employees within your division who have been designated to have access to confidential personal information.

Please re-validate and update your employees' access and return the list to Human Resource Services by Wednesday, May 31st. Your revised list should indicate all additions and deletions. Please manually cross out any employees who should not be included on the list and write in any employees who should be included.

On June 1st, Richard West will be sent the proposed office-wide list (including all CO divisions) for review and approval.

As a reminder, it is the responsibility of the department manager to ensure that a confidentiality form is completed by each of their listed employees and delivered to HR Services. An electronic version of the form in use at the CO is available on the CO intranet website.

As new employees join the Chancellor's Office, existing employees assume different responsibilities and/or leave the Chancellor's Office, it is the hiring manager's responsibility to add or delete names from the approved list by notifying HR Services at the time the change occurs.

Thank you for your prompt attention to this request.

cc: Lori Erdman
Mike McLean
Janice Lim