Guide to the University of California, Irvine, Delegations of Authority records
AS.066

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Contributing Institution: Special Collections and Archives, University of California, Irvine Libraries
Title: University of California, Irvine, Delegations of Authority records
Creator: University of California, Irvine. Administrative Policies Office
Identifier/Call Number: AS.066
Physical Description: 0.8 Linear Feet(2 boxes)
Date (inclusive): 1959-2008
Abstract: The collection comprises superseded University of California, Irvine Delegations of Authority Letters (IDA) and UC Presidential Delegations of Authority Letters (DA) and supporting documentation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.
Language of Material: English.
Access
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
For the benefit of current and future researchers, please cite any additional information about sources consulted in this collection, including permanent URLs, item or folder descriptions, and box/folder locations.
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1999, the UCI Distribution Services Department has transferred material whenever Delegation of Authority Letters are superseded.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
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.
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 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 Irvine Delegations of Authority Letters.
Collection Arrangement
This collection is arranged in 2 series:
Series 1. Early records, 1959-1984. 0.4 linear feet
Series 2. Later records, 1983-2008. 0.4 linear feet

Subjects and Indexing Terms
Letters -- 20th century.
Letters -- 21st century.
University of California, Irvine -- Archives
University of California, Irvine -- Administration
University of California, Irvine -- Regulations


Physical Description: 0.4 Linear Feet

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.

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.

box 1, folder 1  Academic personnel 1979-1983
box 1, folder 2  Automobiles 1974-1984
box 1, folder 3  Budget 1966-1984
box 1, folder 4  Business affairs 1961-1984
box 1, folder 5  Campus planning and development 1981-1984
box 1, folder 6  Contracts and grants 1970-1983
box 1, folder 7  Facilities use 1974-1981, undated
box 1, folder 8  General 1966-1981
box 1, folder 9  Gifts and endowments 1969-1983
box 1, folder 10  Professional memberships 1972-1982
box 1, folder 11  Purchasing 1966-1984
box 1, folder 12  Staff 1962-1984
box 1, folder 13  Student affairs 1968-1984
box 1, folder 14  Student and faculty aid 1962-1981
box 1, folder 15  Travel and removal expenses 1959-1984
box 1, folder 16  University Extension 1962-1972
box 1, folder 17  Use of university name 1980-1983
box 1, folder 18  Use of university seal 1966-1983
Later records Series 2. 1983-2008

Physical Description: 0.4 Linear Feet

Processing note
Folders are not dated because items are continuously added.

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/doa/subjectindex.html](http://www.policies.uci.edu/doa/subjectindex.html). Items within folders are arranged in reverse chronological order.

box 2, folder 1
indexes

box 2, folder 2
accounts receivable/payable

box 2, folder 3
agreements, leases, and licenses

box 2, folder 4
budget

box 2, folder 5
development

box 2, folder 6
facilities and properties

box 2, folder 7
operations and use

box 2, folder 8
planning and development

box 2, folder 9
fees and charges

box 2, folder 10
general

box 2, folder 11
material management

box 2, folder 12
personnel

box 2, folder 13
academic

box 2, folder 14
staff

box 2, folder 15
research

box 2, folder 16
student issues

box 2, folder 17
travel and entertainment