



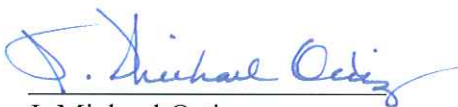
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Memorandum

Office of the President

**Date:** February 29, 2008

**To:** Edwin A. Barnes, Vice President  
for Administrative Affairs

**From:**   
J. Michael Ortiz  
President

**Subject:** Delegation of Authority - EXECUTIVE ORDER NO. 1031  
Revision for Executive Order No. 1027 – Systemwide Records/Information  
Retention and Disposition Schedules Implementation.

cc: Herman Lujan  
Doug Freer  
Debra Brum  
Ron Fremont  
Pam Shedd  
(all w/attachments)

Pursuant to Executive Order No. 1031, I am delegating to the Vice President for Administrative Affairs the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein.

It is critical that the Vice President for Administrative Affairs engage, among others, the I&IT Project and Services Manager and Information Security Officer as part of the working group to implement this Executive Order.

(w/attachment)

