

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5617

Date: July 7, 1978

To: Presidents

From: 
Harry Harmon
Executive Vice Chancellor

Subject: Executive Order No. 295, Designation of Filing Officers Under
The California State University and Colleges Conflict of
Interest Code

I am transmitting to you five copies of Executive Order No. 295 which designates the filing officers who will monitor the receipt of disclosure statements ("Statements of Financial Interests") required to be filed by officers and employees of The California State University and Colleges whose positions are designated in The California State University and Colleges Conflict of Interest Code. For the campuses, this Executive Order in effect delegates to the campus President the authority to designate a filing officer on the campus with whom campus-designated employees may file their disclosure statements.

Please forward to the Office of General Counsel the name of the designee selected as the filing officer as soon as the selection is made. To assist you in making the selection, there is attached to this memorandum a description of the duties of the filing officer as described in the law and the materials we have received from the Fair Political Practices Commission. Some training for the filing officer is available from the Fair Political Practices Commission. The Office of General Counsel is also available to assist the filing officer in understanding his or her responsibilities.

Any questions may be addressed to Mr. Bruce M. Richardson in the Office of General Counsel at (ATSS) 635-5624 or (public number) (213) 590-5624 or Suite 350, 400 Golden Shore, Long Beach, California 90802.

HH:lf

Attachment

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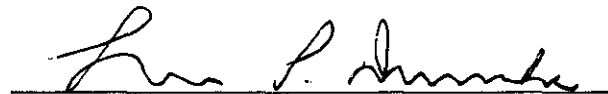
Executive Order No.: 295
Title: Designation of Filing Officers Under The California State University and Colleges Conflict of Interest Code
Effective Date: July 26, 1978
Supersedes: No Prior Executive Order

This Executive Order is issued pursuant to the requirement of Title 5, *California Administrative Code*, Section 43814 in The California State University and Colleges Conflict of Interest Code that the Chancellor designate the filing officers with whom disclosure statements ("Statements of Financial Interests") must be filed as required by the Conflict of Interest Code and mandated by the Political Reform Act of 1974 enacted into law by the voters of the State of California.

Commencing with July 26, 1978, the effective date of The California State University and Colleges Conflict of Interest Code (Title 5, *California Administrative Code*, Sections 43810 *et seq.*), the filing officers for designated employees in The California State University and Colleges shall be as follows:

1. For officers or employees, except the President, occupying designated positions on a campus of The California State University and Colleges, the President of the campus or his or her designee shall be the filing officer.
2. For officers or employees occupying designated positions in the headquarters office of The California State University and Colleges, the Personnel Officer or designee in the headquarters personnel office shall be the filing officer.
3. For members of the Board of Trustees and campus Presidents of The California State University and Colleges, the Administrative Aide or designee in the Trustees' Secretariat shall be the filing officer. Campus Presidents shall also file with the campus filing officer a copy of each disclosure statement which he or she files with the Administrative Aide or designee.

These filing officers shall have all authority and responsibility necessary to fulfill their functions as required by The California State University and Colleges Conflict of Interest Code, the Political Reform Act of 1974, and regulations adopted by the Fair Political Practices Commission pursuant thereto.



Glenn S. Dumke, Chancellor

Date: July 7, 1978

Political Reform Act of 1974
The California State University and Colleges
Conflict of Interest Code

RESPONSIBILITIES OF THE FILING OFFICER

1. Become familiar with the requirements of the Political Reform Act of 1974, implementing regulations, and guidelines issued by the Fair Political Practices Commission.
2. See that appropriate financial disclosure forms and instructions are duplicated and distributed to those officers and employees whose positions are designated in the Conflict of Interest Code (Government Code Section 81010(a)).
3. Ensure that all designated employees are aware and reminded of their reporting responsibilities under the Conflict of Interest Code.
4. Answer questions concerning reporting responsibilities and communicate with the Office of General Counsel for further clarification as needed.
5. Receive and maintain the filed statements as public records for the prescribed four-year period (Government Code Sections 81009, 81008).
6. Determine whether the required statements have been filed and, if so, whether they conform on their face with the requirements of the Act (Government Code Section 81010(b)).
7. Notify all persons who have failed to file the required statements (Government Code Section 81010(c)).
8. Impose or waive fines (\$10 per day) for the late filing of required statements pursuant to guidelines established by the Fair Political Practices Commission (Government Code Section 91013).
9. Report apparent violations of the Act to the appropriate officer or agency (Government Code Section 81010(d)).
10. Compile and maintain a current list of all documents filed (Government Code Section 81010(e)).