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**Topic**
General Administration [1]

**Policy Number**
050-16

**Reviewed Date**
February 1, 1997

**Responsible Office**
- Office of Strategic Communications and University Relations [2]

**Purpose**
This policy, which applies to all UCSF faculty, staff, and students, was adopted to ensure consistent, accurate, and timely communication with government officials and agencies.

**Policy**
This policy does not apply to principal investigators working directly with federal agencies on contracts and grants.

A. Responses to information requests, legislation, or policies at the local, state, or federal levels (including relevant commissions, elected and appointed bodies, and staff of the respective agencies) shall be coordinated through Community and Governmental Relations, a department of University Advancement and Planning.

B. Invitations extended to local, state, or federal governmental officials (elected) to visit the campus shall be coordinated through Community and Governmental Relations. Members of the campus community who meet with the above referenced officials in an official UCSF capacity should coordinate their activities with Community and Governmental Relations.

C. Departments that find it necessary to communicate directly with governmental agencies or officials as a normal course of business must keep Community and Governmental Relations informed.

D. UCSF letterhead may not be used to communicate positions that members of the campus community may have on issues, legislation, or other proposals, unless that position is an approved campus and/or Regents' position. In such cases, copies of this communication shall be forwarded to the Vice Chancellor--University Advancement and Planning and Community and Governmental Relations.

**Responsibilities**

A. Responsibility for communication with government officials and agencies is under the purview of the Vice Chancellor--University Advancement and Planning.

B. The Offices of the President and The Regents are responsible for determining official positions on state and federal legislation.

**Related Policies**
- 050-11 - Personal Use of University Property [3]
- 050-12 - Letterhead Stationery [4]
- 550-16 - Communication with Environmental Health and Safety Regulatory Agencies (retired) [5]

References

None provided.

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[1] https://policies.ucsf.edu/policy/050
[2] mailto:policies-UR@ucsf.edu