

Ownership of Documents

- Authority** This Guide Memo was approved by the President.
- Purpose of Policy** The purpose of this policy is to reiterate the University's ownership of business documents.
- Applicability** This policy applies to all Stanford business documents.
- Summary** Documents produced, received or filed in connection with Stanford's business activities are the property of the University.

Section headings are:

1. DOCUMENT OWNERSHIP POLICY
2. FURTHER INFORMATION
3. RELATED POLICIES

1. DOCUMENT OWNERSHIP POLICY

Documents produced, received or filed in connection with Stanford's business activities may be considered the property of the University. For purposes of this policy, the word "document" includes any memorialization of a communication, whether by paper, film, video, audio, electronic or other media. Also for purposes of this policy, the term "business activities" includes administration of a department, school, laboratory, office or other entity of the University (for example, a safety inspection conducted by a member of a dormitory staff would be a "business activity").

2. FURTHER INFORMATION

Questions regarding application and implementation of this policy may be directed to the Legal Office.

3. RELATED POLICIES

The following policies are available online:

Research Policy Handbook Document 5.2: Copyright Policy,
<http://www.stanford.edu/dept/DoR/rph/5-2.html>

Guide Memo 15.1: Partisan Political Activities, http://adminguide.stanford.edu/15_1.pdf

Research Policy Handbook Document 4.1: Faculty Policy on Conflict of Commitment and Interest,
<http://www.stanford.edu/dept/DoR/rph/4-1.html>

Guide Memo 15.2: Staff Policy on Conflict of Commitment and Interest,
http://adminguide.stanford.edu/15_2.pdf

Guide Memo 22.2: Personnel Files and Data, http://adminguide.stanford.edu/22_2.pdf