1.5.5 OWNERSHIP OF DOCUMENTS

Last updated on: 09/01/2003

Formerly Known As Policy Number:
15.6

Documents produced, received or filed in connection with Stanford's business activities are the property of the
University.

Authority:
This Guide Memo was approved by the President.

Applicability:
This policy applies to all Stanford business documents.

Purpose:
The purpose of this policy is to reiterate the University's ownership of business documents.

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 9.2 [1]: Copyright Policy
- Research Policy Handbook Document 4.1