



UNIVERSITY
of HAWAII®
SYSTEM

#14801
M.R.C. Greenwood
President

August 22, 2013

EXECUTIVE MEMORANDUM NO. 13-07

TO: Senior Management Team
Chancellors
Executive Administrator and Secretary of the Board of Regents
State Director of Career and Technical Education

FROM: M.R.C. Greenwood *Mike Greenwood*
President

SUBJECT: Promulgation of New UH Systemwide Executive Policy: E2.216 Institutional Records Management and Electronic Approvals/Signatures

For your information and appropriate distribution is new Executive Policy E2.216, Institutional Records Management and Electronic Approvals/Signatures. This policy establishes the key responsibilities, definitions, and procedural guidelines for effective institutional records management and stipulates the institutional requirements for the acceptability of electronic approvals/signatures.

Executive Policy E2.216 is available at <http://www.hawaii.edu/apis/ep/e2/e2216.pdf>.

Should you have any questions, please contact the Office of the Vice President for Budget and Finance/Chief Financial Officer.

Attachment

2444 Dole Street, Bachman Hall
Honolulu, Hawaii 96822
Telephone: (808) 956-8207
Fax: (808) 956-5286

An Equal Opportunity/Affirmative Action Institution