I. PURPOSE & INTENT
To expedite communications on the University of South Florida System (“USF System”) campuses, the following procedures have been established.

II. STATEMENT OF POLICY
A. Agenda and minutes of the meetings of the Faculty Senate, Staff Senate, Administration Council, Student Government, coordinating councils, standing committees, and special committees with all-USF responsibilities should be sent to the President, Vice Presidents, Regional Chancellors, the Academic Deans and the appropriate department or division heads concerned with the work of the group(s).

B. Minutes of the groups listed above, except those minutes involving privileged matter, should be sent to the USF Library (Special Collections) where they will be available to any interested person.

*Current Responsible Office: Communications and Marketing

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.